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ABSTRACT

Over the past 10 years, many changes have affected the roles of librarians and other professionals in research libraries. The changes have been caused, in part, by technological advances, reorganizations, more focus on libraries as learning organizations, the use of teams and team-based approaches to tasks, and a recognition of diversity's importance to organizational development. The survey for this SPEC (Systems and Procedures Exchange Center) Kit was an effort to examine these professional changes through an analysis of position descriptions issued by Association of Research Libraries (ARL) member institutions. Results of the survey, conducted in January 1999, are presented. ARL received responses from 55 of the 122 member libraries (45%). Representative documents are provided from selected institutions under the following areas: Access Services; Administrative Support; Collection Development; Copyright and License; Distance Education; Instructional Services; Reference and User Services; Technical Services; Technology and Networked Environment: Systems; Technology and Networked Environment: Digital Library; and Technology and Networked Environment: Web Related. A short list of selected resources--books and journal articles--is included. (AEF)

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# SPEC

# Kit 256

## Changing Roles of Library Professionals

May 2000

ED 443 440

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# SPEC

## Changing Roles of Library Professionals

A SPEC Kit compiled by

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University of Iowa

May 2000

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May 2000

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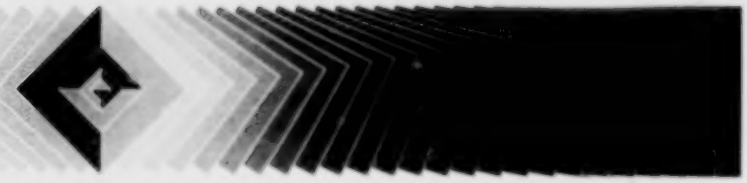
# SPEC



## SURVEY

# Executive Summary

## Introduction

Over the past ten years, many changes have affected the roles of librarians and other professionals in research libraries. The changes have been caused, in part, by technological advances, reorganizations, more focus on libraries as learning organizations, the use of teams and team-based approaches to tasks, and a recognition of diversity's importance to organizational development. Librarians have had to align priorities with redefined institutional goals.

The survey for this SPEC Kit was an effort to examine these professional changes through an analysis of position descriptions issued by ARL member institutions. What follows are the results of the survey conducted in January 1999 by the ARL Leadership Committee whose membership included: Nancy Baker, Washington State University; Joan Giesecke, University of Nebraska–Lincoln; Carolyn Snyder, Southern Illinois University; DeEtta Jones, ARL Senior Program Officer for Diversity; and Kathryn Deiss, ARL/OLMS Program Manager.

## Summary

ARL received responses from 55 of the 122 member libraries (45%). The largest numbers of respondents were from the South and North Central regions. Approximately 65% of the respondents were public institutions. Since January 1, 1996, the 55 responding institutions had posted 686 librarian positions (a mean of 12.5 per institution) and 206 administrative positions (or a mean of 3.8 per institution). No significant differences in the number of postings were observed by region, except for a striking difference between U.S. and Canadian institutions. The number of positions reported by Canadian libraries was quite small (44 in all), which is possibly due to the small number of postings for positions in Canada relative to the U.S. during the time of the survey, but more likely indicative of a reduction in Canadian staff.[1] Variance in the number of library and administrative positions per institution was largest among U.S. institutions in the West, while the smallest variation can be found in the North Central Region. Again, the difference by institutional type (public or private) was not substantial.

One hundred and seventy-two (25%) existing librarians positions and 90 (44%) existing administrative positions were radically redesigned. There were no extreme differences in the average number of redesigned positions by region, although the average number of redesigned administrative positions in the West was low (.4 per institution), while the Northeast reported an average of 4.1 administrative positions redesigned per institution. ARL libraries in the South reported the largest number of redesigned librarians' positions (67 or 39% of the total number of redesigned positions). No significant difference in the average number of

[1]Stanley Wilder has observed, "Canadian ARL university libraries lost almost 12% of their professional staffs between 1994 and 1998, most between 1996 and 1997." Trends in staff reductions among Canadian ARL libraries are likely to have affected the number of positions reported in the present study. See Stanley Wilder, "The Changing Profile of Research Library Professional Staff," *ARL: A Bimonthly Report on Research Library Issues and Actions from ARL, CNI, and SPARC* no. 208/209 (Feb./Apr. 2000): 4.

redesigned positions by institutional type was observed, although state institutions reported a large number of changes in the designs of librarians' positions (128 or 74%) and administrative positions (51 or 57%).

Among the positions libraries desired, if funding was made available, 74 out of the 155 positions (50%) involved technology in one capacity or another. Six positions (4%) involved information literacy, outreach, or distance learning. Twenty-two (14.8%) of the desired positions involved either administrative support, development, or public relations and marketing, while six positions specifically mentioned duties relating to copyright and contracts and licenses. Examples of titles drawn from the list for desired positions include: computer programmer, systems analyst, application support specialist, budget officer, staff development officer, digital archivist, web development and management, data librarian, and negotiation and coordination of digital licenses. Most of the desired bibliographer and cataloger positions were for either highly specialized areas (East Asian, music, Irish, maps) or digital-related resources[2].

A substantial number of the new job descriptions submitted by respondents are for web- or technology-related positions. While most are intralibrary system positions, two are for a university web master. Many of the remaining position descriptions submitted—while they do not principally focus on technology-based responsibilities—demand varying degrees of knowledge or familiarity with technologies. Thus, the job descriptions make it clear that in the current employment marketplace for library professionals there is an expectation of higher levels of technological competencies, especially among M.L.S. recipients.

[2]Again Wilder ("The Changing Profile," 4) found that staff reductions had a significant impact on the ARL population in the 1990s. According to Wilder's study, "In 1998, there were 302 fewer catalogers in ARL university libraries than in 1990, despite the addition of three libraries to the data set. This constitutes a drop of 25% in just eight years."

## Characteristics

An analysis of the position descriptions forwarded by respondents does not indicate that there are significant geographic differences in position requirements and characteristics. Nor are there significant differences between public and private institutions, except that the public institutions often include language pointing toward a more diverse student clientele. Descriptions from public institutions, for example, profess an interest in attracting professionals with experience, educational background, or other evidence of professional preparation that would prepare them to work with distance learning or distance education programs or engage in outreach efforts to reach an array of clientele.

What are the new positions and new characteristics? As mentioned before, the new skills requested in position descriptions revolve around technology and include knowledge of educational and instructional technologies (or teaching technologies), especially for public institutions. It is common to find postings for reference positions seeking individuals with knowledge of electronic resources and products, for example: electronic resources and reference librarian or reference librarian and web specialist. Other new positions reported include information technology specialist and digital projects librarian. It is also commonplace to find requirements that include knowledge of markup languages (HTML, SGML, XML) and operating systems (Unix, Windows, and Macintosh). A knowledge of the latter implies an ability to work across platforms, which indicates again the new expectations for library employees.

A significant number of the descriptions collected indicate that the positions have been redefined to fit within new or reengineered organizational configurations. In some cases, new positions have emerged from organizational redesign and development. For example, one library advertised for a coordinator for a "Service Plus" configuration. Another referred to a reconfiguration of services into four educational teams, thereby requiring teaching-training expertise in technologies supporting the new organizational structure.



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Another advertised several positions reporting to a director of computing and telecommunication.

Many positions ask for the possession of team skills—the ability to work in "team-based" or "team-oriented," "client-centered" environments. Typical among the language for these skills is a statement on "teamwork, communication, and shared responsibility."

Among the new administrative professional positions, several respondents sought development officers. In some, but not all, cases the M.L.S. is required.

Among the educational requirements reported by responding institutions, the M.L.S. remains the terminal degree requirement. Many descriptions list various desirable degrees, such as computer science, educational or instructional technology, business administration, or advanced degrees in other disciplines, but few require them. Instead, advertised positions focus on demonstrated expertise or experience in the working area required by the position, such as a knowledge of hardware or software, web-based activities (including HTML or other markup languages), staff training and development, classroom teaching experience, or administration.

## Conclusion

In summary, the changing roles of librarians and other professionals in ARL libraries are the consequence of new technologies and organizational development. On the one hand, ARL institutions presently desire many different types of new positions that are designed to work with technology, networked environments, information systems, and digital libraries. In addition, many other positions have been redesigned to integrate technological competencies as a part of the overall requirements and desired characteristics of their positions. On the other hand, although the number of librarian positions posted outnumbered non-librarian administrative professional positions by three to one, a significantly higher number of administrative professional positions (44.1%) were the result of radical redesign. These figures support what Stanley Wilder concluded in his article previously quoted. Libraries have a need for new kinds of expertise; this shift "represents a movement away from traditional library skills and library education generally. One is left with the overpowering sense that while the individuals who are about to leave this population may be replaced, their skills and professional training may not."[3]

[3]Ibid., 5.

**SPEC Kit 256**
Changing Roles of Library Professionals

# Survey Results

January 25, 1999

To: ARL Directors

From: Nancy Baker, Washington State University
Joan Giesecke, University of Nebraska–Lincoln
Carolyn Snyder, Southern Illinois University
DeEtta Jones, ARL Senior Program Officer for Diversity
Kathryn Deiss, ARL/OLMS Program Manager

Re: The Changing Roles of Professionals/Librarians in ARL Libraries

With a view toward gathering information about the nature of the changing roles of professional positions in ARL libraries, a group from the ARL Leadership Committee was designated at the last committee meeting to look into the issue of changing and entirely new position descriptions. The group is concentrating on professional and librarian positions.

To begin the data gathering process, we ask your help through this short survey. Please send your responses by February 19, 1999, to Kathryn Deiss at <kathryn@arl.org>.

Please email or fax redesigned position descriptions to Claire Wolan, ARL/OLMS Program Assistant.

Thank you very much for your responses to this survey.

---

Note: Fifty-five of the 122 ARL member libraries (45%) responded to this survey.

1. How many positions have you posted since January 1, 1996?

By Region

| Librarians | n | Minimum | Maximum | Total Postings | Mean | Standard Deviation |
|---|---|---|---|---|---|---|
| South | 17 | 5 | 41 | 237 | 13.9 | 9.4 |
| North Central | 16 | 6 | 21 | 177 | 11.1 | 4.9 |
| Northeast | 9 | 4 | 24 | 123 | 13.6 | 7.3 |
| West | 7 | 3 | 42 | 113 | 16.1 | 14.3 |
| Canada | 6 | 0 | 10 | 36 | 5.9 | 3.6 |
| Total | 55 | | | 686 | 12.5 | 8.5 |

| Administrative Professionals | n | Minimum | Maximum | Total Postings | Mean | Standard Deviation |
|---|---|---|---|---|---|---|
| South | 17 | 0 | 11 | 58 | 3.4 | 3.4 |
| North Central | 16 | 0 | 11 | 59 | 3.7 | 3.4 |
| Northeast | 9 | 0 | 13 | 48 | 5.3 | 4.1 |
| West | 7 | 0 | 24 | 33 | 4.7 | 8.8 |
| Canada | 6 | 0 | 4 | 8 | 1.3 | 1.8 |
| Total | 55 | | | 206 | 3.8 | 4.4 |

By Institution Type

| Librarians | n | Minimum | Maximum | Total Postings | Mean | Standard Deviation |
|---|---|---|---|---|---|---|
| State | 36 | 3 | 42 | 492 | 13.7 | 8.9 |
| Private | 10 | 5 | 29 | 138 | 13.8 | 8.2 |
| Canadian | 6 | 0 | 10 | 36 | 5.9 | 3.6 |
| Nonuniversity | 3 | 6 | 8 | 20 | 6.7 | 1.2 |
| Total | 55 | | | 686 | 12.5 | 8.5 |

| Administrative Professionals | n | Minimum | Maximum | Total Postings | Mean | Standard Deviation |
|---|---|---|---|---|---|---|
| State | 36 | 0 | 24 | 141 | 3.9 | 4.8 |
| Private | 10 | 0 | 10 | 48 | 4.8 | 3.5 |
| Canadian | 6 | 0 | 4 | 8 | 1.3 | 1.8 |
| Nonuniversity | 3 | 0 | 8 | 9 | 3.0 | 4.4 |
| Total | 55 | | | 206 | 3.8 | 4.4 |

2. How many existing positions have been radically redesigned in your library since January 1, 1996 (e.g., creation of a web master position, creation of an electronic resources librarian position, etc.)?

By Region

| Librarians | n | Minimum | Maximum | Redesigned Positions | Mean | Standard Deviation |
|---|---|---|---|---|---|---|
| South | 17 | 0 | 13 | 67 | 3.9 | 3.7 |
| North Central | 16 | 0 | 7 | 36 | 2.3 | 1.9 |
| Northeast | 9 | 0 | 7 | 37 | 4.1 | 2.0 |
| West | 7 | 0 | 6 | 20 | 2.9 | 2.5 |
| Canada | 6 | 0 | 8 | 12 | 2.0 | 3.0 |
| Total | 55 | | | 172 | 3.1 | 2.8 |

| Administrative Professionals | n | Minimum | Maximum | Redesigned Positions | Mean | Standard Deviation |
|---|---|---|---|---|---|---|
| South | 17 | 0 | 9 | 38 | 2.2 | 2.8 |
| North Central | 16 | 0 | 4 | 16 | 1.0 | 1.3 |
| Northeast | 9 | 0 | 5 | 24 | 2.7 | 1.9 |
| West | 7 | 0 | 1 | 3 | .4 | .5 |
| Canada | 6 | 0 | 5 | 9 | 1.5 | 1.9 |
| Total | 55 | | | 90 | 1.6 | 2.1 |

By Institution Type

| Librarians | n | Minimum | Maximum | Redesigned Positions | Mean | Standard Deviation |
|---|---|---|---|---|---|---|
| State | 36 | 0 | 13 | 128 | 3.6 | 3.1 |
| Private | 10 | 1 | 5 | 26 | 2.6 | 1.6 |
| Canadian | 6 | 0 | 8 | 12 | 2.0 | 3.0 |
| Nonuniversity | 3 | 1 | 3 | 6 | 2.0 | .6 |
| Total | 55 | | | 172 | 3.1 | 2.8 |

| Administrative Professionals | n | Minimum | Maximum | Redesigned Positions | Mean | Standard Deviation |
|---|---|---|---|---|---|---|
| State | 36 | 0 | 9 | 51 | 1.4 | 1.9 |
| Private | 10 | 0 | 8 | 23 | 2.3 | 2.7 |
| Canadian | 6 | 0 | 5 | 9 | 1.5 | 1.9 |
| Nonuniversity | 3 | 0 | 4 | 7 | 2.3 | 2.1 |
| Total | 55 | | | 90 | 1.6 | 2.1 |

3. If you were given new funding for three new positions, what would be the primary responsibilities for each position? (n=52)

| | | |
|---|---|---|
| Systems | 19 | 12% |
| Instruction | 18 | 12% |
| Reference | 16 | 10% |
| Digital Projects | 13 | 8% |
| Bibliographer or Cataloger | 12 | 8% |
| Electronic Resources and Services | 11 | 7% |
| Development or Public Relations | 11 | 7% |
| Collection Development | 8 | 5% |
| Administration | 8 | 5% |
| Access | 6 | 4% |
| Archives or Special Collections | 6 | 4% |
| Web | 6 | 4% |
| Data or GIS | 5 | 3% |
| Contracts and Licenses | 4 | 3% |
| Preservation | 4 | 3% |
| Media Resources | 3 | 2% |
| Copyright | 2 | 1% |
| Distance Education | 2 | 1% |
| Other | 1 | 1% |
| Total | 155 | 100% |

*Following are titles or major responsibilities that respondents supplied for the new positions in each category listed above.*

Systems

- Computer programmer
- Computer support staff
- Computer technology and systems
- Equipment technician
- System analyst
- Systems librarian
- Systems librarian, networking
- Systems office support staff
- Systems support (2)
- Systems support librarian
- Systems support professional
- Systems support, web development
- Systems: application support specialist
- Systems: providing electronic services and systems responsibility
- Technical support
- Technology support, desktop
- UNIX system and relational database expert
- User interface designer

(cont'd)

Instruction

- Information competency trainer
- Information literacy and education librarian
- Information literacy and library outreach support
- Information services: library instruction
- Instruction and outreach
- Instruction coordinator
- Instruction subject specialist
- Instruction and outreach, undergraduate
- Instruction and user education (2)
- Instructional librarian
- Instructional services
- Instructional support technician
- Software applications training
- Technology training (2)
- Web instruction
- Web-based instruction librarian

Reference

- Electronic information reference librarian
- Electronic resources (reference and cataloging)
- Electronic resources reference (2)
- Reference
- Reference and instruction, health sciences
- Reference archivist
- Reference librarian (4)
- Reference librarian, science (2)
- Reference and bibliographer (2)
- Reference and instruction

Digital Projects

- Digital development
- Digital exhibits coordinator
- Digital initiatives librarian (3)
- Digital librarian
- Digital library coordinator
- Digital project manager
- Digital projects
- Digital projects librarian
- Digital toolsmith
- Digital and web access librarian
- Systems librarian for digital projects

(cont'd)

Bibliographer or Cataloger

- Area studies librarian, East Asian
- Area studies librarian, Irish
- Cataloger
- Cataloger, Asian materials
- Cataloger, East Asian
- Cataloger, music
- Cataloger and bibliographer
- Cataloger and bibliographer, Southeast Asia
- Digital information cataloger
- Electronic resources cataloger and website coordinator
- Electronic resources and maps cataloger
- Slavic languages

Electronic Resources and Services

- Computer-based services librarian for fine arts
- Electronic resources (4)
- Electronic services librarian
- Electronic text center manager
- Electronic text and digital resources librarian
- Information resource center librarian
- Information technology librarian
- Integrated information resource management

Development or Public Relations

- Development
- Fund development librarian
- Development officer
- Development officer, assistant
- Development, library
- Development and fund raising (2)
- Public relations
- Public relations and fund raising
- Public relations and publications
- Publicist

Collection Development

- Business librarian
- Collection development librarian
- Digital collections
- Digital collections and metadata specialist
- Electronic resources collection development
- Electronic resources collection development and licensing
- Resource development
- Undergraduate curriculum support librarian

(cont'd)

Administration

- Associate dean
- Associate director for information services and cooperative programs
- Budget
- Budget officer
- Personnel officer
- Staff development officer (2)
- Training and staff development

Access

- Circulation support
- Electronic public access services coordinator
- Interlibrary loan (ILL)
- ILL commercial document delivery specialist
- ILL, document delivery and shared resources
- ILL, head, document delivery services

Archives and Special Collections

- Archivist and special collection librarian (2)
- Digital archivist
- Records management and university archivist
- Special collections cataloger
- Special collections librarian

Web

- Web development and instructional design
- Web development and maintenance
- Web management
- Web master (2)
- Web master and UNIX programmer

Data or Geographic Information Systems (GIS)

- Data and GIS librarian
- Data librarian (social sciences numeric databases)
- Data services and government documents librarian
- Database manager
- GIS

Contracts and Licenses

- Contracts and licenses
- Negotiation and coordination of digital licenses
- Electronic products and services contract administrator
- Electronic resources acquisition librarian (manage contracts)

(cont'd)

Preservation

- Preservation
- Preservation coordinator
- Preservation librarian
- Preservation specialist

Media Resources

- Media and classroom technology support
- Multimedia center supervisor
- Visual information specialist

Copyright

- Copyright education and awareness
- Copyright specialist

Distance Education

- Distance education
- Distance education coordinator

Other

- Project coordinator, program development

# Responding Institutions

University of Alabama
University of Alberta
Arizona State University
Auburn University
Brown University
University of California–Los Angeles
University of California–Riverside
University of California–San Diego
Center for Research Libraries
Colorado State University
University of Connecticut
Duke University
George Washington University
Georgia Institute of Technology
University of Illinois at Chicago
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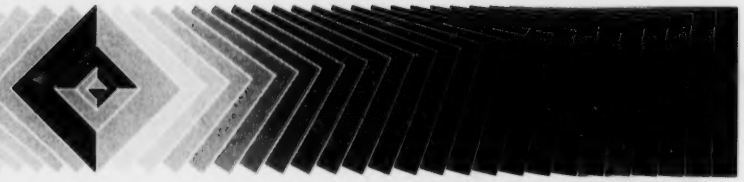
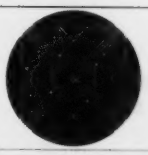
Massachusetts Institute of Technology
Michigan State University
University of Nebraska–Lincoln
University of New Mexico
University of North Carolina
Northwestern University
University of Notre Dame
Ohio University
Ohio State University
University of Oklahoma
Oklahoma State University
University of Pittsburgh
Purdue University
University of Rochester
Rutgers University
Smithsonian Institution
Southern Illinois University
State University of New York at Albany
State University of New York at Stony Brook
University of Tennessee
Texas Tech University
Tulane University
Virginia Tech
University of Washington
Washington University–St. Louis
University of Waterloo
Wayne State University
University of Wisconsin
York University

# SPEC



# REPRESENTATIVE DOCUMENTS

ASSOCIATION OF RESEARCH LIBRARIES



OFFICE OF LEADERSHIP AND MANAGEMENT SERVICES

Position Descriptions Posted Since January 1, 1996

# Access Services

# THE GENERAL LIBRARY IS ACCEPTING LETTERS OF INTEREST FOR THE POSITION OF ELECTRONIC INFORMATION SERVICES LIBRARIAN (UP TO 4 POSITIONS MAY BE AVAILABLE)

| | |
|---|---|
| **TYPE OF POSITION:** | Visiting Assistant Professor<br>Full-time, twelve months |
| **TERM OF APPOINTMENT:** | Three years, reviewed annually |
| **STARTING DATE:** | July 1, 1996 |
| **SALARY:** | $30,000-$36,000 |

**JOB DESCRIPTION:** Plans, coordinates, implements, manages, evaluates, and serves as resource person for electronic information services for the department. Coordinates electronic information services such as fee-based on-line systems and database services available through LIBROS, the Internet, or other networks. Develops, organizes, and maintains World Wide Web pages and coordinate access to Internet resources for departmental staff and library users. Provides reference desk service and library instruction. Collaborates with other General Library departments in these areas as needed. Serves as departmental liaison to Library Technology Development (LTD). Conducts training for departmental and library staff in electronic resources and services. Conducts outreach to and collaborates with campus departments to provide information about electronic resources and services. Serves on library-wide committees that are involved with the development of information technologies for the General Library. May be asked to participate in collection development activities. Will be a non-voting member of the General Library faculty.

**QUALIFICATIONS:** Required--Masters Degree in library science from an ALA accredited program. Background in either (1) education, humanities, and social sciences; (2) fine arts, (3) business and economics; or (4) math and science. Three years experience and expertise with a wide variety of electronic information technologies and resources. Experience with Internet resources, search tools, and mark-up language (HTML). Must be a regular employee of the General Library. Effective interpersonal and written and verbal communication skills. Ability to work effectively with faculty, students, and community patrons. Preferred--Second Masters Degree. Demonstrated ability to train colleagues, staff, and patrons about electronic resources and services. Experience with various operating systems (DOS, Windows, UNIX, etc.) and microcomputer software. Experience in a team-oriented work environment. Familiarity with local and wide area networking and client/server technology. Collection development experience.

**LETTERS OF INTEREST**: Please send letters of interest indicating a preference for a position in (1) education, humanities, and social sciences; (2) fine arts; (3) business and economics; or (4) math and science along with resume and graduate transcripts to Rita Critchfield, Personnel Specialist, Zimmerman Library by **April 22, 1996**. If an Affirmative Action approved pool is determined through this process, an interview process will follow.

# VACANCY ANNOUNCEMENT

**POSITION:** **Electronic Reserve Librarian**
**(12 Month Fixed Term Appointment)**

**AVAILABLE:** **December 1, 1997**

**SALARY:** **$29,000 for 12 Months**

## JOB SUMMARY

The Electronic Reserve Librarian will work with all aspects of the installation of a new electronic reserve system in the R. B. House Undergraduate Library under the direction of the Associate University Librarian for Access Services and Systems and in coordination with the Undergraduate Librarian. In addition, the person in this position will lead an electronic reserve pilot project for the Academic Affairs Libraries in the 1998 summer session. Responsibilities include coordinating the physical preparation for system installation, planning and coordinating activities between the system vendor and library staff, developing procedures, writing documentation and training staff about use of system, communicating with faculty about the new system, system testing, troubleshooting of system equipment, designing system reports, and project evaluation and reporting.

The Electronic Reserve Librarian will develop the electronic reserve system as a central component of a campus-wide electronic reserve system and will coordinate with and train staff of other campus libraries as needed and as additional nodes of the system are developed.

## QUALIFICATIONS

### Required

An ALA-accredited Masters Degree in Library Science; familiarity with library automation; recent experience with personal computers in a networked environment; ability to perform computer troubleshooting; demonstrated ability to communicate effectively, meet deadlines, and to work independently and in consultation with others in an academic environment.

### Preferred

Experience with library reserve reading room operations and familiarity with scanning technology and software.

## THE UNIVERSITY AND THE LIBRARIES

The University of North Carolina at Chapel Hill is the country's oldest state university. UNC-CH has an enrollment of approximately 24,000 students, employs more than 2,200 faculty, offers the Ph.D. in 62 fields and the Library collections hold over 4.7 million volumes and 4.4 million microforms. The Library is a member of the Association of Research Libraries, the Center for Research Libraries, the Triangle Research Libraries Network (TRLN) and SOLINET. The TRLN libraries, including the Health Sciences and Law libraries at Chapel Hill plus the libraries at Duke University, North Carolina Central University, and North Carolina State University, have combined collections of over eleven million volumes.

The University of North Carolina is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff. Applications from a broad spectrum of people, including members of ethnic minorities and disabled persons are especially encouraged.

The Triangle region is one of the most desirable places to live and work in North America and offers its residents a wide array of recreational, cultural, and intellectual activities. The mountains and the seashore are less than a half day's drive from Chapel Hill.

For more information on the University of North Carolina at Chapel Hill and our Libraries, check the website at **<http://www.unc.edu/>**. For a review of community news and activities in the Triangle Area, search **<http://www.Citysearch11.com/ The_ Triangle/>**.

## BENEFITS

Annual leave and sick leave; TIAA/CREF or other retirement options; competitive insurance benefits.

For priority consideration, apply by **November 21, 1997**. Applications will be accepted until the position is filled.

Send letter of application with complete, recent resume and names, addresses and phone numbers of three professional references to:

Electronic Reserve Librarian Search Committee
c/o Mari E. Marsh, Personnel Librarian
The University of North Carolina at Chapel Hill
CB #3900, 206 Davis Library
Chapel Hill, NC 27514-8890

***An Equal Opportunity/Affirmative Action Employer***

UNIVERSITY OF WASHINGTON

OFFICE OF THE DIRECTOR
*University Libraries*

**NOTICE OF VACANCY**
March 20, 1997

**TITLE: Head, Resource Access**

**GENERAL DESCRIPTION:**

The University of Washington Libraries (UW) seeks applicants for a dynamic and creative leader to serve as the Head, Resource Access. This position affords a unique opportunity for the integration of borrowing and lending units into a new service that will provide for the requirements of the user-centered library with increased emphasis on digital resources and delivery. The unit will be responsible for accessing local and remote documents for UW and non-affiliated clientele in a variety of formats and delivery modes. The position will be responsible for developing consortial agreements with libraries and commercial vendors to improve access to remote resources. The position will also have responsibility for off-campus remote storage facilities as they are developed.

The Head, Resource Access reports to the Coordinator for Access Services and works collaboratively with others in the development of the user-centered library.

The UW Libraries system is one of the largest research libraries in North America. Its collections exceed 5 million cataloged volumes, an equal number in microform, several million items in other formats, and more than 50,000 serial titles. The Libraries is a part of one of the most innovative and well-integrated electronic campus information networks in the world.

The UW Libraries emphasizes a high level of service to library users, a respect for the individual, and ongoing innovation in services. The Libraries seeks to foster individual initiative and creativity by delegating authority with responsibility and by creating an environment to support experimentation and risk-taking.

**REQUIRED QUALIFICATIONS:**

1. Graduate degree from a program accredited by the American Library Association.

2. Three years of successful academic library experience, including experience with the management of interlibrary loan and document delivery operations.

3. Accomplishments in redefining programs or implementing new services and providing leadership in a changing environment.

4. Demonstrated ability to successfully implement changes in complex organizations.

5. Excellent communication, interpersonal and organizational skills.

6. Demonstrated success in fostering collaborations and partnerships.

7. Must be knowledgeable about national trends in interlibrary loan, document delivery, and consortiums. Must have a good working knowledge of information technology trends relating to document access, storage, and transmission.

8. Ability to successfully manage a large staff in a complex, changing work environment.

9. Ability to work successfully in a consultative management environment, to function effectively as a team member, and to foster cooperative efforts.

**SALARY:** $38,000 minimum. Starting salary dependent on background and experience.

**BENEFITS:** Librarians are academic personnel and participate in a TIAA-CREF retirement program on a matching basis. Vacation is accrued at the rate of 24 working days per year; sick leave at the rate of 12 working days per year. Excellent medical, dental and life insurance plans. No state or local income tax.

**APPLY TO:** Charles E. Chamberlin
Deputy Director of Libraries
University of Washington Libraries
482 Allen Library
Box 352900
Seattle, Washington 98195-2900

Applicants should submit a letter of application, full resume including a work telephone number and e-mail address, salary requirements, and the names, addresses and telephone numbers of at least three references who are knowledgeable of the applicant's qualifications for this position.

Position Descriptions Posted Since January 1, 1996

# Administrative Support

HUMAN RESOURCES USE ONLY

# Position Content Document
## Brown University Human Resources Department

## Section 1: Identifying Information

**Position Title:** Library Organizational & Staff Development Officer

**Date Prepared:** 5/15/97

**Reports To:** University Librarian

**Prepared By:**

**Department:** University Library–Administration

**Phone Ext.:**

### Signatures

**Incumbent:** **Signature** _____ **Date** _____

**Supervisor:** **Signature** _____ **Date** _____

## Section 2: Position Purpose

Briefly state below *in one or two sentences* the primary purpose of your position.

Design and lead a comprehensive program of organizational change and development, called the MODEL Program, in support of the University Library's mission. Engineer a re-examination and transformation of the Library's existing organization, involving a broad range of staff, in order to maximize the Library's potential to advance into the 21st century as a user-centered, information-rich, state-of-the-art academic research library. Develop and use to best advantage the knowledge and skills of all Library staff members.

## Section 3: Responsibilities & End-Results

Briefly list below the *three to five* major responsibilities, functions and/or activities of your position (what you do); the supporting actions associated with each major responsibility (how you do what you do); the end-result of each responsibility (why you do what you do); and how much time you devote to it (as a percentage of your total job). *Please place an asterisk next to each of the supporting actions which is an essential function of your position and make sure that the sum of all percentages equals 100%.*

| *? | % | Major Responsibilities, Supporting Actions and End-Results |
|---|---|---|
| | 25% | **Major Responsibility:** Organizational Development: Design and implement the MODEL Program, a planned process of fundamental organizational and cultural change to transform the Brown University Library for the 21st Century.<br><br>**Supporting Actions:** *Vision and Leadership:<br>Demonstrate a sense of purpose and direction and strong visionary leadership for the "Library of the 21st Century"<br>Create staff awareness of rationale for organizational change and a sense of ownership throughout the staff of organizational objectives<br>Discover and mobilize staff potential<br>*Diagnosis:<br>Design and conduct organizational needs assessments<br>Provide and apply data for effective decision-making<br>*Planning:<br>Plan and deliver system-wide interventions to change values, attitudes, norms, structures, processes, policies, and so on that are barriers to individual and organizational effectiveness<br>*Evaluation:<br>Monitor results by checking the evolution of values, attitudes, norms, structures, processes, policies, and so on and the extent to which problems identified at the outset of the MODEL Program are being solved<br><br>**End-Result:** Vision and ideas for future directions; assessment reports; quality recommendations; effective initiatives; sustained long-term changes in organizational values, norms, attitudes and behavior of staff; stronger integration of goals of organization with those of individuals |
| | 25% | **Major Responsibility:** Leadership Development: Design and implement a planned process of leadership and management development to transform the Brown University Library key leadership staff for the 21st Century.<br><br>**Supporting Actions:** *Awareness:<br>Implement methods to increase staff awareness of factors associated with new leadership styles<br>*Management Training:<br>Design, conduct, and/or contract for management development programs that teach staff new modes of behavior<br>*Consulting:<br>Coach, counsel, and advise individuals to learn and apply new modes of leadership and management behavior<br><br>**End-Result:** Quality professional management development opportunities; effective one-on-one consultation; changing from administrative to leadership managerial styles; key leadership actions which "walk the talk" |

| | | |
|---|---|---|
| | 10% | **Major Responsibility:** Strategy Development: Facilitate strategic and other planning which will allow the Brown University Library to effectively achieve its mission for the 21st Century.<br><br>**Supporting Actions:** *Vision:<br>Assist the University Librarian, other Library leadership staff, and outside consultants in conducting and/or facilitating activities to develop and articulate the Library's vision, mission, values, programs and services, etc.<br>Planning:<br>Assist in the Library's strategic, long-range, and annual planning and resource allocation processes<br>Assist in planning which will enhance integration and utilization of advanced technology and multi-media within the Library<br>Assist in planning which will enhance divisional, departmental, and unit-based missions, goals, and maximized use of resources<br>*Structural Design:<br>Collaborate in designing changes in the Library's organizational structure<br>Collaborate in designing supporting systems and structures to enhance Library effectiveness, e.g. cross-functional teams, communication systems, etc.<br><br>**End-Result:** Written and well-disseminated plans; quality organizational systems |
| | 15% | **Major Responsibility:** Human Resources Planning, Training, and Development: Design and implement a planned process of employee development to transform the Brown University Library staff for the 21st Century.<br><br>**Supporting Actions:** Manpower Planning:<br>Assist the University Librarian, other Library leadership and human resources staff, and outside consultants in conducting and/or facilitating activities to analyze roles and responsibilities of Library divisions, departments, units and staff in order to effectively engage in position reallocation and job redesign<br>*Staff Development Planning:<br>Design and conduct needs assessments, then analyze data to determine Library-wide employee training and development needs<br>Plan and coordinate systematic, formal, ongoing programs of training, education, and learning<br>*Staff Training:<br>Design, conduct, and/or contract for staff development programs that improve the skills, abilities, and knowledge of staff including technological skills required in an increasingly automated environment, Library technical and functional skills required for effective task performance, and skills needed for interpersonal competence<br>*Learning Development:<br>Counsel staff and managers in development of job-related individual learning plans and assist staff in acquiring appropriate learning resources<br>Employee Recognition:<br>Assist in (re)designing and implementing employee recognition, performance appraisal, and reward systems that reflect and support the MODEL organizational development effort<br><br>**End-Result:** "The right person doing the right job with the right colleagues at the right time and with the means necessary (including knowledge, skills, abilities) to get the job done"; well trained work force; improvements in work quality; positive employee morale |

| | | | |
|---|---|---|---|
| | 25% | **Major Responsibility:** | Process Leadership: Provide positive and proactive process leadership for the University Library by developing and facilitating structured activities for the Library Leadership Council and individual departments, units, groups, or teams. |
| | | **Supporting Actions:** | *Action Research:<br>Bring in external information and draw on research and theory in relevant ways<br>*Facilitation and Team-Building:<br>Consistently apply and share an understanding of human and group dynamics<br>Facilitate staff member participation in groups and teams and also intergroup collaboration<br>Facilitate application of logical , systematic, and open approaches to goal-setting, problem-solving, decision-making, conflict resolution, consensus-building, communicating, and collaborating effectively in groups and teams<br>Surface and confront difficult issues and design and conduct interventions which resolve them constructively. |
| | | **End-Result:** | Quality decisions made on the basis of competence by staff whose work is directly affected; timely communication; effective teamwork ; positive organizational climate |

## Section 4: Problems & Challenges

List below *two to three problems and/or challenges* encountered in performing your position.

- Changing an organizational culture relies fundamentally on changing individuals' attitudes and human behavior
- Implementing a planned change process throughout a large system without any formal (hierarchical) authority
- Implementing a planned change process in an organization with a formal employee bargaining unit
- Achieving the appropriate balance between being directive (leading and initiating change) and being non-directive (facilitating change)
- Maintaining high tolerance for ambiguity and anxiety surrounding change; determining whether individual and overall stress levels resulting from organizational change are enhancing or impeding optimum performance; adjusting the pace of change efforts accordingly
- Focusing on outcomes and overall organizational effectiveness, not on process

## Section 5: Decision-Making

Describe below the authority held by your position and your freedom to take action in terms of which decisions you can make and which decisions depend on your advice.

### Decisions You Are Free To Make

NOTE: It is critically important to achieve effective organizational change by working with and through Library staff members at all levels rather than strictly as an individual contributor

- Develop over-all plan, timetable, etc. for implementing the MODEL Program
- Design and implement methods of leadership development
- Design and implement methods of Library-wide employee development
- Design and implement methods to facilitate effective performance of groups and teams
- Negotiate with external consultants and trainers and influence their design and delivery of programs and services
- Design and implement assessments of Library-wide organizational effectiveness

### Decisions Which Depend On Your Advice

- Library-wide and departmental strategic and annual plans
- Organizational structure and specific human resource plans
- Financial allocations for organizational and staff development efforts

## Section 6: Dimensions

List below any quantitative data that provides measures of the size or scope of your position relative to the department and/or University (i.e., number of students counseled, outreach of newsletter, number of staff you support or employees supervised, budgets monitored, etc.).

- With University Librarian, co-lead and plan effective weekly meetings of the newly created shared governance forum, the Library Leadership Council, of seventeen (17) top-level Library administrative and management staff and four (4) staff representatives
- Provide leadership development, coaching, counselling, training, and so on for 35 staff including: University Librarian, 3 Associate University Libarians, 8 Department Heads, 9 Unit Managers, 18 Supervisory Librarians, and 4 key Administrative Staff
- Provide staff development, training, and learning opportunities for 175 Library staff
- Develop new budget for Library-wide organizational and staff development efforts and oversee (estimated $25,000-$50,000 annually)

## Section 7: Relationships

List below the titles of individuals, departments and organizations with which you have the most frequent contact (including contacts both internal and external to Brown). Briefly describe why the relationship exists, the purpose of the contact and the nature of the interaction.

| Most Frequent Contacts | Nature of Interactions |
|---|---|
| • University Librarian and Associate University Librarians | • Collaborate on broad spectrum of activities related to organizational change and development; advise and consult on Library-wide and divisional directions and related human resources dimensions; advise and consult on leadership development |
| • Department Heads | • Collaborate on broad spectrum of activities related to organizational change and development; advise and consult on departmental directions and related human resources dimensions; advise and consult on leadership development |
| • Personnel/Labor Relations Manager and Assistant to the University Librarian | • Collaborate on broad spectrum of activities related to organizational change and development, particularly as related to human resources and labor relations issues |
| • Library Staff | • Provide training and learning opportunities; advise and consult on employee development |
| • University Training & Development Staff | • Collaborate on training and learning opportunities |
| • External Consultants | • Collaborate on strategies for intervention and training |
| • Professional Colleagues in other Universities | • Collaborate on information sharing and problem solving |

## Section 8: Job Qualifications

List below the skills, training, relevant experience or expertise and education necessary to perform your work. *(Please try to think beyond your own personal experience and identify those skills which another person would need, paying special attention to team/group participation and customer relation skills, where applicable.)*

- Strong leadership ability; ability to act as change agent, catalyst, motivator; ability to work collaboratively and through others
- Highly developed interpersonal, group process, facilitation, and consultation skills
- High-level reasoning , conceptual and analytical thinking skills
- Excellent written and oral communication skills, including listening, giving and receiving feedback
- Empathy, ability to support others
- Integrity, honesty, openness, candor, ability to establish trust
- Flexibility and sense of humor
- Experience designing and implementing organization-wide initiatives
- Knowledge of organizational behavior and change management theory; knowledge of adult learning theory
- Masters Degree in Library Science and/or Masters Degree in Business Administration with an emphasis on Management, Organizational Behavior, or Organizational Development

and

a minimum of five years' experience in an academic research library, with some management/administrative responsibility

# NOTICE OF VACANCY
## ASSISTANT DIRECTOR FOR INFORMATION TECHNOLOGY

Iowa State University Library seeks applications and nominations for the position of Assistant Director for Information Technology.

**Appointment Conditions:** Full-time, 12-month position. Dependent upon qualifications, the position may be a faculty or professional appointment. Faculty are expected to meet promotion and tenure requirements.

**Responsibilities:** The Assistant Director for Information Technology provides creative direction for library computing, leads the Information Technology Division, takes a prominent role in general and strategic planning, budgeting and communication with regard to library information systems and technology; and represents the library in information technology within the university, regionally and nationally. As a member of the Administrative Council and Dean's Council, participates in library-wide policy decisions. Reports to the Dean of Library Services.

The Information Technology Division (8.3 FTE) maintains the library's information technology infrastructures, coordinates information technology initiatives with other units in the library; and delivers and coordinates library-wide staff training for a comprehensive array of staff computation needs. The division also includes staff (3 FTE funded by the State Library of Iowa) who manages the State SILO Project (a HORIZON-based, statewide resource database). The division closely partners with the University Computation Center in its technical support of the library management system. In December 1998 the library will migrate from its current NOTIS library management system to the HORIZON client-server system (with a web-based public interface and NT-based staff operations system).

**Required Qualifications:** ALA-accredited MLS, or a Master's degree in Computer Science or related field. Five years experience with increasing responsibility in technology management, effective experience in administrative experience in academic/research library information technology or computing services operation; management experience with a variety of software applications; record of successfully completed information technology projects; and experience with or knowledge of library information technology. Strong oral and written communication skills; successful supervisory experience; ability to interact well with colleagues and staff; and strategic planning abilities. If considered as a faculty appointment, ability to meet promotion and tenure standards.

**Preferred Qualifications:** Experience with client-server applications, NT operating systems, and/or networked information technologies and consortial projects. Success in attracting extramural funding and work experience in an academic environment.

**Salary:** $65,000 minimum, depending upon qualifications

**Benefits:** TIAA/CREF, excellent group medical, dental and life insurance; 24 annual working days vacation; and 18 annual days sick leave.

**Iowa State University and its Library:** Iowa State University, a comprehensive land grant and research institution, has an enrollment of over 25,000 students. Situated on a beautiful campus, the Library supports nationally recognized collections of over 2 million volumes, 2.3 million microforms, and 21,400 current serials. The library is a member of ARL, CRL, BCR, and OCLC. The university is located in Ames, Iowa, a community of 50,000, located 35 miles from Des Moines. The city supports quality schools and outstanding cultural attractions and was recently recognized as one of the top ten areas for its size in the country.

**To Apply:** Applications received by September 30, 1998 will receive first consideration.
Submit letter of application; vita/resume; and the names, addresses, e-mail addresses (if available), and telephone numbers of three references to: Chair, Assistant Director for Information Technology Search Committee, Iowa State University, 302 Parks Library, Ames, IA 50011-2140.

For more information about Iowa State University and the Library, see our WWW sites at http://www.iastate.edu and http://www.lib.iastate.edu

Iowa State University has a strong commitment to equal opportunity and affirmative action. Members of protected classes are especially encouraged to apply. Iowa State University is an Equal Opportunity/Affirmative Action Employer.

**HOMEWOOD HUMAN RESOURCES DIVISIONAL OFFICE**
**JOHNS HOPKINS UNIVERSITY**
**3400 N CHARLES STREET, 119 GARLAND HALL**
**BALTIMORE, MD 21218**

## NOTICE OF EMPLOYMENT OPENING

THE JOHNS HOPKINS UNIVERSITY IS CURRENTLY RECRUITING FOR THE POSITION DESCRIBED BELOW. QUALIFIED APPLICANTS (INCLUDING CURRENT HOPKINS STAFF) MUST SUBMIT A COMPLETED APPLICATION AND/OR RESUME AND COVER LETTER INDICATING REQUISITION NUMBER JOB AND JOB TITLE TO THE CONTACT IDENTIFIED IN THE TEXT FOR THAT POSITION AT THE ADDRESS OF THE ADVERTISING DIVISIONAL OFFICE. APPLICATIONS RECEIVED AFTER THE CLOSING DATE (IF ONE IS LISTED) MAY NOT BE CONSIDERED.

| REQUISTION # | JOB TITLE | GRADE | STATUS | WORK WEEK HOURS | DIVISION | DEPARTMENT |
|---|---|---|---|---|---|---|
| S98-6910/1 | ASSISTANT DIRECTOR, EXTERNAL RELATIONS (MSEL) | 43 | FULL-TIME | 37.5 8:30am-5:00pm | ACADEMIC CNTRS & SUPPORT SERVICES | MSE LIBRARY ADMINISTRATION |

| WORK LOCATION | RECRUITING CAMPUS | CONTACT | | | |
|---|---|---|---|---|---|
| MSE LIBRARY | HOMEWOOD | Homewood Human Resources at (410) 516-8044 | DATE POSTED | REPOST December 11, 1998 | CLOSING DATE December 23, 1998 |

**GENERAL DESCRIPTION** Position to develop and coordinate, in collaboration with the Sheridan Director, the external relations and activities of the Eisenbower Library. Responsibilities include providing leadership and direction for MSEL's participation in local, regional and national consortiums, including attendance at meetings for the Director as needed and coordinating project activities with various groups; promoting and facilitating the development of new collaborative relationships for the libraries with other libraries, museums and other organizations; developing and coordinating the library's relations with foreign libraries and international organizations and representing the library in university international projects; developing and coordinating the library's public relations program with focus on national and professional press, local and campus press, and outreach to the campus community on important library activities; working with the Sheridan Director on expanding contacts with faculty and administrators on important national information policy and scholarly publishing topics; developing and coordinating the MSEL's cooperative activities with the other Hopkins libraries; representing the library at appropriate campus and university meetings; serving as a member of the Management Team; carrying out major research and writing assignments; providing administrative direction for assigned libraries-wide projects.

**QUALIFICATIONS** MLS from an ALA accredited library school; 3-5 years of increasingly responsible management experience in a research library setting. Excellent interpersonal, organizational, and communication skills with ability to share knowledge and information effectively with colleagues; ability to speak effectively before groups; write effectively; represent the Library university-wide and externally; work cooperatively with University faculty administrators.

**PREFERRED QUALIFICATIONS**

**APPROXIMATE STARTING SALARY** COMPETITIVE




THE JOHNS HOPKINS UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, RELIGION, AGE, SEXUAL ORIENTATION, NATIONAL OR ETHNIC ORIGIN, DISABILITY, VETERAN STATUS, OR ANY OTHER OCCUPATIONALLY IRRELEVANT CRITERIA. THE UNIVERSITY PROMOTES AFFIRMATIVE ACTION FOR MINORITIES, WOMEN, INDIVIDUALS WITH DISABILITIES, AND VETERANS. THE JOHNS HOPKINS UNIVERSITY IS A SMOKE-FREE AND DRUG-FREE WORKPLACE.

IN COMPLIANCE WITH THE CAMPUS SECURITY ACT THE JOHNS HOPKINS UNIVERSITY PROVIDES EMPLOYEES, UPON REQUEST, AN ANNUAL SECURITY REPORT ON UNIVERSITY WIDE SECURITY AND SAFETY, INCLUDING RELATED POLICIES, PROCEDURES AND CRIME STATISTICS. A COPY OF THIS REPORT MAY BE OBTAINED BY WRITING OR CALLING THE SECURITY OFFICE, SHRIVER HALL, 3400 N CHARLES STREET, BALTIMORE, MD 21218. PHONE: 410-516-4600.

# MCMASTER UNIVERSITY
# PAY EQUITY QUESTIONNAIRE

**********Response Booklet**********

**JOB IDENTIFICATION** **EMPLOYEE IDENTIFICATION**

Job Title: Development Officer

Generic Job Class# _____
(if applicable)

Department: McMaster University Library

Location: Administrative Services

Telephone: _____

Reports To (Title): Assistant University Librarian

Collections Management and Development

Location: _____

Telephone: 24737

[X] Vacancy [ ] 3 Year Update

[ ] Re-Evaluation [ ] Review

1994

**INSTRUCTIONS:**

**PLEASE USE THIS BOOKLET AND THE RESPONSE SHEET TO ANSWER THE PAY EQUITY QUESTIONNAIRE. WHEN COMPLETED AND SIGNED, FORWARD BOTH TO THE HUMAN RESOURCES AREA OFFICE.**

## II - JOB SUMMARY

What would you say is **the primary purpose** of the job? Please summarize the **most important aspect** of the job.

As a member of the Library's Development Committee the Development Officer is accountable for supporting the Library's public relations and development activities..

What are the **most important end results** that are produced to accomplish this purpose? In the following space, please list the **end results** or **specific accountabilities** of the job. Please do not list individual duties.

**For re-evaluations or revisions to an existing job, please clearly indicate changes using bold type, asterisks, etc.**

| SPECIFIC ACCOUNTABILITY | SKILLS / KNOWLEDGE / ABILITY |
|---|---|
| 1. Writes and edits publications that describe the Library and its activities: a biannual Library newsletter, press releases, brochures, and other publications about the Library. Maintains contact with the University's Public Relations staff and submits information/news items to that office as appropriate. | Excellent writing skills: clear, precise, informative and persuasive..<br>Strong interpersonal skills.<br>Public relations/editorial/publishing training and/or experience.<br>Demonstrated understanding of and commitment to higher education and libraries.<br>Time management skills.<br>Software for word processing and desktop publishing. |
| 2. Recognizes and cultivates donors through participating in the planning and execution of donor appreciation events, developing procedures to ensure ongoing and accurate communication with donors and supporters, and responding to general queries about donation opportunities. Receives and processes donations as requested. Develops and maintains contacts with appropriate University Development and Alumni Advancement staff. | Strong organizational skills.<br>Excellent writing and interpersonal skills.<br>Ability to plan, organize, and implement programmes..<br>Good judgment, tact and diplomacy. |
| 3. Participates in planning and executing fundraising events. Assists with Library plans for the University Campaign and prepares case statements and proposals for foundations and donor groups. | Strong organizational ability<br>Experience in planning and executing fundraising and other events.<br>Excellent writing skills.<br>Strong interpersonal skills. |
| | 41 |

## 19. SUPERVISING/DIRECTING STUDENTS (RELATING TO THEIR STUDIES)

**What kind of formal supervising and/or directing of students is generally required as part of the job? This relates to supervising/directing students in areas relating only to their studies.**

A. Does this job have any responsibility for the supervision or direction of students?

Yes ☐ No ☑

**If the answer to A was Yes, please answer questions B and C.**

B. What kind of supervision or direction does this job provide?

Put an X in any appropriate box. You may mark more than one box.

- ☐ Show students how to perform tasks
- ☐ Explain proper study procedures
- ☐ Select and sequence course materials
- ☐ Organize in-class discussions, work groups and tutorials
- ☐ Organize out-of-class team projects and tutorials
- ☐ Comprehensive planning of project presentation and interaction
- ☐ Establish number types, sequencing, weight distribution of course assignments
- ☐ Set assignment contents and grading standards
- ☐ Discuss students' performance with teaching assistant and/or marker
- ☐ Discuss students' performance with Head or departmental committee
- ☐ Formally appraise students' performance and discuss appraisal individually with them
- ☐ Recommend disciplinary action to my supervisors
- ☐ Formally recommend disciplinary action
- ☐ Review course practice and organization and formally recommend change
- ☐ Discuss attendance and/or performance problems with individual students
- ☐ Provide written/oral evaluation of past and/or present students for purposes of further study or employment
- ☐ Interview and assess prospective students for programs and courses with or without specific entry requirements
- ☐ Exam supervision
- ☐ Thesis supervision
- ☐ Other:

**C. How many students does this job supervise or direct?**

Number _____

## IV - ADDITIONAL INFORMATION AND COMMENTS

What information has been **missed** about the job? Please add any **additional comments** you think the reader should know about the job.

University Advancement provides campus-wide direction and guidance in public relations and development activities, and maintains most donor records for the University Library (databases, etc.).

Did this Questionnaire allow you to **fully** describe the job?
(Please circle one of the following numbers)

100% 90% 80% 70% 60% 50% 40% 30% 20% 10%

## 20. SUPERVISING/DIRECTING EMPLOYEES

**What kind of formal supervising and/or directing of employees is generally required as part of the job?**

A. Does this job have any responsibility for the supervision or direction of other employees?

Yes ☐ No ☑

**If the answer to A was Yes, please answer questions B and C.**

B. What kind of supervision or direction does this job provide?

Put an X in any appropriate box. You may mark more than one box.

- ☐ Show employees how to do tasks
- ☐ Give advice and guidance on work procedures
- ☐ Assist in the training of other staff
- ☐ Establish work priorities and schedules
- ☐ Allocate staff to meet short-term fluctuations in work
- ☐ Allocate staff to meet long-term work requirement
- ☐ Assign work to ensure continuity of work flow
- ☐ Establish quality and quantity standards
- ☐ Ensure quality and quantity standards are met
- ☐ Discuss employees' work performance with subordinate supervisors
- ☐ Discuss work performance of subordinates with my supervisor
- ☐ Formally appraise employees' performance and discuss appraisal with them
- ☐ Recommend disciplinary action to my supervisors
- ☐ Recommend promotions and transfers
- ☐ Deal with work-related employee problems
- ☐ Authorize disciplinary action
- ☐ Authorize promotions and transfers
- ☐ Interview employees with attendance or performance problems
- ☐ Give an opinion to my supervisor in selection of new employees
- ☐ Interview candidates for vacant positions
- ☐ Select candidates for vacant positions
- ☐ Formally recommend changes in number and class of positions
- ☐ Recommend employees' annual merit increase(s)
- ☐ Authorize employees' annual merit increase(s)
- ☐ Other:

C. How many employees does this job supervise directly and indirectly?

Full-Time _____

Part-Time _____

Casual

UNIVERSITY OF MARYLAND LIBRARIES AT COLLEGE PARK LIBRARIES
POSITION DESCRIPTION FORM

ASSOCIATE STAFF

Date Prepared: 27 March 1997 Division: Academic Affairs

Prepared by: _____ Department: Libraries

Position Rank: Director Position Title: Director of Office of Planning, Research and Grants

Reports to: Dean of Libraries

NATURE OF WORK:

Assists the Dean of Libraries in implementing, monitoring, and revising the Libraries' Strategic Plan; provides administrative support to the Libraries' other Directors in program planning and budgeting; prepares long-range facilities planning for the UM Libraries. Manages the Libraries' statistical reporting, operations research, and management information system. Oversees fund raising and grant development efforts of the Libraries. Works with University and campus development offices, Dean of Libraries and Library staff in identifying and developing fundable projects and securing the resources to support them.

POSITION REQUIREMENTS:

EDUCATION: Master's degree in Library Science from an American Library Association accredited program. MBA or Ph.D. in Library Science or other related discipline desired.

EXPERIENCE: Ten years of progressively responsible administrative experience in an academic or research library. Comprehensive knowledge and experience in library operation, organization, policy and practice. Demonstrated leadership qualities with strong interpersonal and communications skills, and the ability to work effectively with all levels of staff and the University community. Experience in fund-raising for a non-profit organization and experience working with a Friends organization desirable.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

1) Member of the Library's Executive Council, participates in decision-making relative to overall development of the UM Library system.

2) Assists in the completion of the Strategic Plan by coordinating the development of measurable objectives for each of the goals of the plan.

3) Assists the Library's Executive Council in reviewing and revising the Strategic Plan on an annual basis.

4) Assists the Dean of Libraries in developing and implementing an ongoing mechanism to build campus partnerships.

5) Gathers and reviews existing strategic plans for other academic activities on campus to identify their relationship to Libraries' priorities.

6) Represents UM Libraries, as required, at University, system-wide, local, state and national levels.

7) Administers and coordinates special projects, as assigned by the Dean of

Libraries, in support of the Libraries' activities.

8) Working with the Directors of other divisions, develops a method for program planning and budgeting in support of the goals and objectives of the Strategic Plan.

9) Prepares a long-range facilities plan for UM Libraries.

10) Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Approximately 5 FTE associate staff positions.

_____ _____

Incumbent's Signature Date

_____ _____

Dean's Signature Date

UNIVERSITY OF MARYLAND LIBRARIES - COLLEGE PARK CAMPUS

POSITION DESCRIPTION FORM

ASSOCIATE STAFF

Date Prepared: 2 February 1997 (Revised 10/8/97) Division: Academic Affairs

Prepared by: Ray Foster Department: Libraries

Position Rank: Manager Unit: Library Personnel

Position Title: Manager of Staff Training and Development

Reports to: Director of Office of Planning, Research and Grants

NATURE OF WORK:

In a developing team and network environment, provides administrative leadership, coordination, and accountability for the Libraries' Staff Training and Development program. Under the general direction of the Director of the Office of Planning, Research and Grants, works closely with Library staff to coordinate staff development activities, evaluate needs and develop innovative training programs designed to meet the needs of an academic research library system of approximately 300 employees. Develops and conducts training sessions in specialized areas of information management and retrieval. Expectations for appointment include leadership which will enhance the Libraries' national reputation as a center for innovative staff training and development, and help promote the Libraries' visibility on and beyond the campus.

POSITION REQUIREMENTS:

Master's degree from a graduate program accredited by the American Library Association. A Ph.D. in Library Science or a second graduate degree related to pedagogy, instructional technologies, adult education, human resources management, or organizational development. Five years of professional library experience with at least two including recent electronic reference and instructional services. Demonstrated evidence of consistent and continued professional growth, leadership, and excellence in professional achievement in librarianship.

Understanding of current trends in information and audio technologies, higher education pedagogy, and academic library services; in-depth knowledge of instructional design and teaching techniques. Demonstrated abilities to effectively and creatively work with library support staff, management, and professional staff in a collaborative, participatory environment. Knowledge of software applications in a network and multi-systems environment. Excellent organizational, interpersonal, presentation, facilitation, verbal and written communications skills are essential. Demonstrated ability to exercise sound judgement and to effect change. Sound working

knowledge of academic or research libraries. DESIRABLE: Experience analyzing organizational *training needs and recommending/developing staff* training programs linked to organizational goals. Knowledge and leadership in the use of new technologies, adult learning theory, and their applications to staff development and libraries.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Conducts training needs assessments.

Works collaboratively with supervisors and employees to analyze training needs and recommends solutions.

Interprets training needs, provides appropriate information to library management and advice on timely and effective solutions to training problems.

Develops and conducts training programs to meet identified needs; evaluates training programs, trainers, and provides feedback. Revises content/format of programs as appropriate.

Plans and schedules training programs, including soliciting and contacting instructors, advertising programs, and coordinating with appropriate personnel.

Manages training and development related administrative details, including logistics, training aids/materials, budgets and other associated tasks.

Keeps abreast of developments in training, learning theory and information technology which can be used to improve staff effectiveness and productivity.

Designs and delivers supervisory and support staff training programs for library employees.

Keeps abreast and participates in training initiatives on campus and informs staff about campus training opportunities.

Performs other training and development, or other tasks as assigned.

| | |
|---|---|
| Incumbent's Signature | Date |
| Supervisor's Signature | Date |
| Associate Director's Signature | Date |

UNIVERSITY OF NEW MEXICO

**JOB CODE/TITLE:** N604 DEVELOPMENT OFFICER
**FLSA:** Exempt
**GRADE:** 14

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

## SUMMARY:

Under general supervision, serves as primary fundraiser for a single university unit; develops, implements, evaluates, and refines planned giving, major gift, and annual giving programs. Solicits, cultivates, and stewards donors and assists with gift planning.

## DUTIES AND RESPONSIBILITIES:

1. Identifies, solicits, cultivates, and stewards donors and donor prospects including corporations, foundations, and individuals.
2. Oversees the planning and coordination of fundraising activities including television on-air, direct mail and telemarketing campaigns, and special events including banquets.
3. Writes solicitation proposals, reports, press releases, and communication materials.
4. Assists in short- and long-range strategic planning activities to create and implement fund raising goals and objectives.
5. May design and produce promotional materials including brochures, newsletters, and flyers.
6. Maintains database files and records including those used to track contributions and maintain accurate mailing lists.
7. Supervises and coordinates the work of staff employees and volunteers in day-to-day functional activities, as appropriate.
8. May develop and manage budgets for fundraising activities.
9. May represent the department at business and community meetings. May conduct tours and/or give presentations.
10. Performs miscellaneous job-related duties as assigned.

## MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's Degree in a Related Administrative, Business, Liberal Arts, or Social Sciences Discipline.
Three to five years experience directly related to the duties and responsibilities specified.

## LICENSES/CERTIFICATIONS REQUIRED:

None

## UNM REQUIRED TRAINING:

*In addition to the following, all new employees are required to attend New Employee Orientation:*
Basic Annual Safety Training * Supervisor's Safety Training

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Strong interpersonal and communication skills, and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to plan, organize and coordinate media fundraising activities and special events. Ability to communicate effectively, verbally and in writing. Ability to persuade and influence others. Knowledge of marketing strategies, processes, and available resources. Database management skills. Records maintenance skills. Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.

## WORKING CONDITIONS:

Work is normally performed in a typical interior/office work environment.

## PHYSICAL EFFORT:

None or very limited.

**EFFECTIVE DATE:** 19-May-97

Position Descriptions Posted Since January 1, 1996

# Collection Development

**POSITION VACANCY**

**Electronic Services Librarian**

**DESCRIPTION:** The position of Electronic Services Librarian provides a vital link between collection development and systems as they pertain to the provision of electronic library services. The Librarian is both a coordinator and a consultant, working closely with collection development and information services librarians to learn about the electronic products and services they wish to provide, and offering technical suggestions and assistance to ensure effective provision of those services.

**RESPONSIBILITIES:** Develop and maintain a current understanding of electronic resources in all formats and the technical support issues involved in providing these resources to the libraries' clientele. Work in a collegial manner with collection development librarians and others to determine suitable information format, method of delivery, compliance with existing infrastructure or requirements for infrastructure changes to meet delivery requirements for electronic information. Contribute to discussions and development of information delivery policies and procedures as appropriate. Assist in the advancement of the libraries' strategic plan in the delivery of information in electronic formats. Assist the Systems Officer in planning and coordinating computer-related training for the faculty and staff. The position reports to the Systems Officer.

**QUALIFICATIONS:** MLS from an ALA-accredited program; understanding of library resources and services; thorough understanding of and experience with an integrated library system, including a clear understanding of the concepts involved in a client-server environment; demonstrated understanding of library systems hardware and software used to support electronic resources; initiative and intellectual curiosity; enthusiasm for and vision of the possibilities offered by new technologies, and the ability to translate ideas into practical applications; excellent communication and team skills; potential for tenure and promotion.



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**LIBRARY ENVIRONMENT:**

The University of Alabama Libraries have chosen Voyager from Endeavor Information Systems, Inc. as the new client-server system to be implemented in the summer of 1998. OCLC is used for cataloging and ILL. Electronic resources are provided to patrons using a variety of formats and access, and digital projects are in process in the Hoole Special Collections Library. The Libraries' website (which is currently being reviewed and updated) can be accessed at www.lib.ua.edu

**SALARY/BENEFITS:**

12-month tenure track appointment at the Instructor or Assistant Professor level depending on qualifications. Minimum salary for Instructor is $23,100, for Assistant Professor is $26,600. Strong benefits; substantial moving allowance may be available.

**TO APPLY:**

Send letter of application, resume and names, addresses and phone numbers of three references to:

Ms. Voni B. Wyatt, Personnel Officer
The University of Alabama Libraries
PO Box 870266
Tuscaloosa, AL 35487-0266

Applications received by April 15, 1998 are assured of receiving consideration.

**The University of Alabama is an Equal Opportunity/Affirmative Action Employer**





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## POSITION DESCRIPTION

**COLLEGE:** University Libraries, Arizona State University

**DEPARTMENT:** Collection Development Division

**TITLE:** Electronic Resources Coordinator

### GENERAL SUMMARY:

This position is a member of the Collection Development Team that reports directly to the Dean of the Libraries. The person in this position is responsible for coordinating and overseeing the budget, selection and dissemination of electronic library resources for the University Libraries. This position is responsible for advancing the Libraries' strategic plan in the area of electronic information.

### ESSENTIAL FUNCTIONS:

40% 1. Works closely with library selectors to facilitate the selection and access of electronic materials for the customers of the University Libraries. Coordinates selection and access with the East and West Libraries. Facilitates an understanding of electronic priorities and objectives among Library staff and faculty.

   a. Develops, maintains, and interprets policies and procedures dealing with selection and access to electronic resources.

   b. Coordinates electronic resource collection development activities with other library departments. Advises the Budget Advisory committee on matters relating to current and future budgets for electronic resources.

   c. Acts as liaison with other library units and/or personnel on matters concerning electronic resources. Participates in both technical service and public service policy making decisions, serving as an advisor on electronic resource development, management, access, and preservation issues, either on a person to person basis or through appropriate task forces and committees.

   d. Advises the Libraries on matters of cooperative sharing of electronic resources. Serves as liaison for electronic resources in any cooperative or consortia project. Coordinates the order of these products both within the Libraries and in cooperative projects.

20% 2. Facilitates the advancement of the Libraries' strategic plan in the area of digitization beyond the classical limits of collection development. Fosters the development of the University's virtual library.

30% 3. Works directly with the publishers, vendors, and technical experts to maintain knowledge of professional and technical trends and issues in electronic resources and to maintain in-depth knowledge of electronic products and platform availabilities.

a. Negotiates all license agreements directly with vendors and publishers. Consults with University's General Counsel, as appropriate. Has the final responsibility for submission of signed licenses to vendors and publishers. Negotiates final cost of products.

b. Maintains records of electronic resource ownership, including titles, platforms, costs, passwords, license agreements, and cooperative sharing agreements. Produces regular and on-demand reports.

5% 4. Produces statistical and other management reports for the University's virtual library.

5% 5. Promotes teamwork and team service improvements. Participates in setting team directions. Shares in the development and achievement of team goals. Fosters the growth of other team members.

6. Performs other duties as assigned, such as working at a public service point.

**QUALIFICATIONS:**

**Required:**

-- American Library Association accredited Master of Library/Information Science degree.
-- A minimum of five years post-MLS experience in an academic research library.
-- Experience accessing, ordering or implementing electronic library technologies in a customer service environment.
-- Demonstrated analytical and organizational skills.
-- Demonstrated understanding of library systems hardware and software that are used to support electronic resources.
-- Flexibility in carrying out assignments in response to a changing environment.
-- Excellent communication and interpersonal skills.
-- Ability and willingness to work successfully in a collaborative, team-oriented environment.

**Preferred:**

-- Successful experience negotiating library licenses associated with electronic technologies.
-- Experience in collection development in an academic or research library.
-- Experience in reference or bibliographic instruction in an academic or research library.
-- Experience in analysis of library collection and needs.

Northwestern University Library
1935 Sheridan Road
Evanston, Illinois 60208-2300

## PROFESSIONAL LIBRARIAN POSITION

**POSITION:** Preservation Digital Technology Librarian
**DEPARTMENT:** Preservation
**REPORTS TO:** Head, Preservation Department
SUPERVISES: Two LAII Preservation Assistants; student employees

This is a permanent, part-time (.75 FTE, 28.2 hours per week) position.

**RESPONSIBILITIES:** The Preservation Digital Technology Librarian will work with the Department Head, other Preservation staff, staff throughout the Library and elsewhere on campus, and staff at other institutions, on activities related to employing digital technology in preserving Northwestern's collections, and on issues related to the preservation of electronic formats.

The Preservation Digital Technology Librarian will take initiative in various planning and implementation aspects of digitizing activities, including both images and text, such as identifying materials to be converted; identifying and addressing questions regarding scanning, mark-up, bibliographic control and management data; and addressing access issues (e.g., access software, Web access, indexing and searching, on-screen display, long-term access/preservation). Some activities may be conducted in cooperation with other institutions. The Preservation Digital Technology Librarian will also work with the Department Head and others in exploring and implementing ways in which information existing in electronic format will be preserved. In addition, the Preservation Digital Technology Librarian may work on other duties as assigned within the Preservation Department.

**QUALIFICATIONS:** Flexibility to work in a dynamic and changing environment. M.L.S. degree plus at least one year of experience as a librarian in information technology, technical services and/or public services functions. Experience in information technologies highly desirable, especially as associated with digitizing books, documents, and images and making them available electronically. Knowledge of the World Wide Web, web browsers, HTML, scanning technology, and/or electronic text initiatives preferred. Ability to think critically, take initiative, work independently within a team framework, and manage a variety of different activities concurrently. Excellent communications, interpersonal, and organizational skills.

**Preferred:** Some experience in a public service area of an academic/research library. UNIX computing experience. Basic knowledge of current scanning technology. Experience with computer applications related to graphic design, Web site creation, and Web maintenance.

UNIVERSITY OF WASHINGTON

OFFICE OF THE DIRECTOR
*University Libraries*

**NOTICE OF VACANCY**
October 12, 1998

**TITLE:** **Associate Director of Libraries for Resources and Collection Management Services**

**GENERAL DESCRIPTION:**

The University of Washington Libraries seeks a dynamic leader for a newly-formed administrative unit, Resources and Collection Management Services (RCMS). This is an exceptional opportunity to shape major programs, strategic directions and service initiatives for one of the nation's premier academic library systems. RCMS includes those functions related to the selection, purchase, organization and management of information resources in all formats and some direct user services. Reporting to the Director of University Libraries, the Associate Director is responsible for policy and program development, administration of operations and personnel matters, and overall excellence in Monographic Services, Serials Services, the Preservation Program, International Studies sections and Collection Management Services, including the electronic information program. Through Collection Management Services, RCMS provides coordination and support for over 60 selectors located throughout the Libraries. The Associate Director serves on the Libraries Executive Committee, works closely with other lead administrators to ensure services responsive to the needs of users, and actively participates in the ongoing administration of the Libraries; co-chairs the Information Resources Council; and provides leadership at the campus, state, regional and national levels in scholarly publishing, electronic licensing, collection management and the acquisition and organization of information.

The University Libraries operates in a dynamic, collaborative environment to provide advanced networked information resources, outstanding traditional collections, and user-centered services to a three-campus university of more than 37,000 students, 3,900 faculty, and 13,000 staff. In the fall, 1998 a new Information Gateway was introduced *(http://www.lib.washington.edu/)* and will be followed in 1999 with a web-based integrated library system. A digital library program is under active development.

The University Libraries maintains numerous consortial memberships and relationships including the state-wide Cooperative Library Project, and participates in many national programs and initiatives. The Libraries enjoys excellent relations with the University of Washington School of Library and Information Science whose new director has a mandate for expanding graduate and undergraduate education in information studies. The Libraries will be an active partner with the School.

**QUALIFICATIONS:**

1. Graduate degree from a program accredited by the American Library Association or an equivalent graduate library science/information studies degree required.

2. At least eight years of successful library experience with five years in progressively more responsible administrative positions required; record of innovation and new program implementation; broad understanding of the roles of libraries in the academic research community; demonstrated leadership in a rapidly changing environment.

3. Excellent knowledge of current issues and challenges in resources and collection management in academic libraries and experience in an automated environment required.

4. Ability to work successfully in a consultative management environment and to function effectively as a member of a strong management team; excellent interpersonal skills; strong commitment to staff development. Energy, creativity and tolerance for ambiguity; ability to foster cooperative attitudes within the group of units managed and between those units and units managed by others; ability to conduct studies falling within the scope of this position. Superior communications skills are required.

**SALARY:** $75,000 minimum. Starting salary commensurate with qualifications and experience.

**BENEFITS:** Librarians are academic personnel and participate in the University of Washington Retirement Plan (TIAA-CREF, The Vanguard Group, SAFECO Mutual Funds and/or Fidelity Investments) on a matching basis. Vacation is accrued at the rate of 24 working days per year; sick leave at the rate of 12 working days per year. Excellent medical, dental and life insurance plans. No state or local income tax.

**APPLY TO:** Charles E. Chamberlin
Deputy Director of Libraries
University of Washington Libraries
482 Allen Library
Box 352900
Seattle, Washington 98195-2900

Applicants should submit a letter of application, full resume salary requirements, and the names, addresses and telephone numbers of at least four references who are knowledgeable of the applicant's qualifications for this position.

**APPLICATION DEADLINE:** To ensure consideration, applications should be received no later than 5:00 p.m., Friday, December 18, 1998.

# UNIVERSITY OF WASHINGTON

OFFICE OF THE DIRECTOR
University Libraries

**NOTICE OF VACANCY**
March 24, 1997

**TITLE:** **Geographic Information Systems Librarian**

**LOCATION:** Map Collection and Cartographic Information Services

**GENERAL DESCRIPTION:**

Under the general direction of the Head, Map Collection and Cartographic Information Services, provides reference, research consultation, and user education services with emphasis on the development of a digital geospatial data and computer mapping program in support of campus research and instructional needs. Collaborates with Libraries staff and campus users to implement and support local area networks, Internet applications and geographic information systems (GIS) software. Serves as the Map Collection's primary resource for planning and recommending access to emerging electronic resources, software and computer hardware and peripherals.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Coordinates Libraries GIS and geospatial data applications.

2. Participates in planning and implementation of user education programs and activities related to digital geospatial data and mapping in order to better integrate GIS skills into instruction and learning on campus.

3. Installs and maintains software, hardware and digital geospatial data in the Map Collection consulting with Library Systems, campus Computing & Communications and other units. Maintains current awareness of software, hardware and data capabilities and availability, including Internet resources.

4. Serves as Libraries-wide resource person for GIS-related questions. Develops GIS and geospatial data computer-based training and documentation for staff.

5. Provides reference and consultation assistance to users with computer-based and traditional cartographic materials.

6. Recommends for hiring, trains and supervises GIS student assistant.

7. Identifies ongoing campus user needs for GIS and digital geospatial data. Participates in selection of print and electronic cartographic information resources. Participates in liaison roles with campus users and digital data and software producers.

8. Participates in the preparation of proposals for external funding.

9. Participates in Libraries-wide committees and program planning and professional activities as appropriate.

10. Assumes other responsibilities as assigned; performs other duties as required.

**QUALIFICATIONS:**
**Required:**

1. Graduate degree from a program accredited by the American Library Association required.

2. Academic background or work experience with ARC/INFO and ArcView software, digital geospatial data, statistics and cartographic design concepts. Familiarity with other mapping and graphics software products.

3. Familiarity with cartographic information resources, their organization and use in a library environment.

4. High degree of computer literacy and interest in current awareness of new technologies. Demonstrated experience with Windows and DOS. Knowledge of CD-ROM, Internet and networking technologies.

5. Excellent oral and written interpersonal and communication skills. Self-starter with ability to work well independently and in groups. Ability to work effectively with all levels of staff and users.

6. Strong commitment to dynamic public services to support user needs and user education in an academic research environment.

7. Ability to adjust to a changing work environment.

# WASHINGTON UNIVERSITY LIBRARIES

POSITION TITLE: Electronic Resources Coordinator/Librarian

REPORTS TO: Assistant Dean for Information Services

SUMMARY:

This position is responsible for assuring the effectiveness of the Libraries' technology related policies and decisions as they affect user access to electronic resources. Monitors and manages subscriptions to electronic resources, including licensing requirements. Works with Computing & Telecommunications in implementation of technologies related to user services.

QUALIFICATIONS:

Education

MLS from ALA accredited library school

Advanced degree in computer science or other academic discipline preferred

Experience

Public service experience, including experience with online services and Internet access

Demonstrated knowledge of and substantial experience with electronic information resources and supporting technology (hardware and software)

Working knowledge of Windows and CD-ROM networking software

DUTIES:

| | |
|---|---|
| Gather and analyze information from public service librarians related to electronic access and other technology issues and concerns of users; provide librarians with background information about technology and information services. Advise members of Libraries' senior management group on information issues from the users' perspective. | 40% |
| Monitor and maintain subscriptions to electronic information resources, including reviewing licensing and technical requirements; coordinate adding and dropping such services with other library units including the libraries of Business, Law, Medicine and Social Work. | 40% |
| Work with Computing & Telecommunications staff on implementation of user services technologies. | 15% |
| Consult with Director of Computing & Telecommunications and the Assistant Dean for Information Services on policy issues and high priority operational problems. | 5% |

11/97

Position Descriptions Posted Since January 1, 1996

# Copyright and Licenses

# Brown University Library
# Responsibilities of the Director, Scholarly Communication and Library Research

1) PROVIDE COPYRIGHT AND LICENSING EXPERTISE BOTH WITHIN THE LIBRARY AND TO THE UNIVERSITY COMMUNITY, IN CONSULTATION WITH THE UNIVERSITY COUNSEL'S OFFICE

Provide guidance on the Library's administrative policies relating to issues as they arise, including guidance and clarification on:

a) the Library's position and desired language, when warranted, on database licensing and user privacy issues;
b) library-related copyright and patent issues related to theses and dissertations
c) copyright issues relating to digitization (including scanning services for faculty and students)

Represent, along with the University Librarian, the interests of the Brown University Library in the development of university policy related to copyright and user privacy issues

Serve as the Brown University Library's primary resource on fair use and other copyright issues as they relate to library collections and services

Offer access to information resources on scholarly communication (in particular intellectual property, copyright, and fair use)

Continue development of the Library's copyright/scholarly communication website

Organize educational forums such as workshops on scholarly communication topics as they relate to academic and research libraries

Through attendance at specialized conferences, seminars and workshops, maintain up-to-date expertise for the Library in the area of copyright, licensing and scholarly communication

Work with University Counsel's Office, Bookstore staff, and others as necessary on the continued development of the University's copyright policy

Help faculty, students, and staff establish an understanding of "fair use"

Advise faculty, students and staff on obtaining copyright permissions, as necessary

Organize educational forums such as workshops on scholarly communication topics for faculty, staff, or students

2) TAKE RESPONSIBILITY FOR INTERNAL RESEARCH RELATING TO THE BROWN UNIVERSITY LIBRARY, ON THE MODEL OF THE UNIVERSITY'S OFFICE FOR INSTITUTIONAL RESEARCH

Collect and maintain necessary data to respond to standard surveys such as the Association of Research Libraries' Statistics, Supplementary Statistics, and Preservation Statistics, as well as IPEDS and other surveys in which the University participates

Respond to, or coordinate responses to, surveys and questionnaires received by the Library

Receive information collected through the work of the Library User Needs Team (LUNT), organize it, and maintain an archive of this data

Design, or assist in the design, of studies especially relevant to Brown University Library planning and operations, such as serials use, materials price studies

Respond to questions and requests from individuals and organizations both inside and outside Brown, requesting statistical data on the Brown University Library

3) DIRECT AND COORDINATE THE BROWN UNIVERSITY LIBRARY'S INTERNATIONAL PROGRAMS

Serve as the Brown University Library's chief liaison with libraries and library institutions outside the United States

Through attendance at appropriate conferences, workshops, and seminars, keep well informed about developments in international librarianship, with particular regard to matters of international copyright, licensing, and technological developments

Work with colleagues abroad to establish productive staff development opportunities for Brown University Library staff, such as job exchanges and study visits abroad; direct and coordinate visits by foreign librarians to Brown

Through use of the Carberry listserv, BiblioFile, and other vehicles of communication, disseminate information to staff, faculty and other members of the community about relevant developments in international librarianship, overseas opportunities for study in librarianship, etc.

When feasible, attend IFLA (the International Federation of Library Associations) as Brown's representative, and report useful information back to the University Librarian and other staff

Position Descriptions Posted Since January 1, 1996

# Distance Education

**Colorado State University Libraries**
http://manta.library.colostate.edu

**Announcement of Vacancy**
**December 1998**

**Reference – Distance Learning Librarian**

**RESPONSIBILITIES:** Reporting to the Coordinator of Instruction, Outreach, and Staff Training, the Distance Learning Librarian works with Colorado State University's off-campus constituents including students, staff, and faculty in the Division of Educational Outreach, Cooperative Extension Service, Agricultural Experiment Stations, and the Colorado State Forest Service. The Distance Learning Librarian responds to requests for information and library resource training from off-campus population, providing document delivery services in conjunction with support staff. The librarian in this position plans, evaluates, and maintains library services and training for remote constituents, often traveling outside the Fort Collins area to provide instruction and assistance. The Distance Learning Librarian maintains the Distance Users web site (http://manta.library.colostate.edu/distance) and provides both classroom and one-on-one instruction and service using various media including the phone, e-mail, the Web, video, and networked software. This librarian participates in the planning and implementation of CSU reference services, library instruction, and on-site reference services and provides scheduled reference services that involve regular weekend and evening hours.

**QUALIFICATIONS:** Required: Graduate degree in library and information science from an ALA accredited degree program; evidence of excellent communication and interpersonal skills; a willingness to travel; ability to work independently and as part of a team; ability to handle multiple responsibilities in a changing environment; knowledge of electronic library databases, Web browsers, and Internet resources; potential for achieving tenure and promotion. Desired: Classroom instruction and reference experience, experience with multi-media and electronic instruction, and familiarity with electronic document delivery.

**RANK and SALARY:** Full faculty status and responsibilities. 12-month tenure track appointment with contract renewed annually until tenure is granted. Salary minimum $36,000.

**BENEFITS:** Insurance benefits are provided through a "cafeteria" allocation; faculty may select from several options for medical, life, dental, and personal disability insurance; TIAA/CREF, Fidelity, and VALIC retirement plans; 24 days vacation annually; 15 days sick leave annually; opportunities for advanced academic work; optional deferred compensation.

**UNIVERSITY DESCRIPTION:** Colorado State University was established as the land-grant institution for the State of Colorado in 1870. Enrollment is approximately 23,000 students with graduate and professional students comprising about 18% of the total. The University employs about 1,500 academic faculty, 1,000 administrative professionals and 2,100 classified staff. Colorado State University is located in Fort Collins, a dynamic community with a population of 100,000 situated 65miles north of Denver at the foothills of the Rockies. Rocky Mountain National Park, Poudre Canyon, and other mountain recreation areas are nearby.

**TO APPLY:** To request an application form, send a letter of application addressing your qualifications, resume and names, office and e-mail addresses, and phone numbers of three references to Teri R. Switzer, Interim Assistant Dean for Administrative Services, Colorado State University Libraries, Fort Collins, CO 80523-1019; fax: 970-491-1195; e-mail: tswitzer@lamar.colostate.edu or visit our web site at http://manta.library.colostate.edu. All application materials, including the Libraries application form, must be postmarked by February 1, 1999; however, the search may be extended if a suitable candidate is not identified. The Colorado Open Records Act permits the University to treat applications as confidential to a limited extent. Applicants must make a written request for confidentiality to receive this protection. However, despite such a request, applications and other records submitted by or on behalf of all finalists must be made available by the university for public inspection upon demand. "Finalists" are persons who are selected for interviews. Colorado State University is an equal opportunity/affirmative action employer and complies with all Federal and Colorado State laws, regulations, and executive orders regarding affirmative action requirement. The Office of Equal Opportunity is located in Room 100, Student Services Building.

THE UNIVERSITY OF IOWA LIBRARIES
IOWA CITY, IOWA

Position Vacancy

## COORDINATOR OF OFF-CAMPUS LIBRARY SERVICES

**Position Description:** Under the direction of the Director for Information and Research Services, the Coordinator of Off-Campus Library Services will: (1) work with off-campus center staff members and department liaisons on campus and across the state to ensure support related to library services for distance education programs; (2) work closely with Access Services to develop and coordinate document delivery strategies for off-campus program support; (3) develop and coordinate (with appropriate IRIS and user services staff) information and research services including web-based and electronic mail services, implementation of a toll free (800) information line, off-site research consultations, and a process for handling requests requiring particular subject expertise; (4) establish a distributed information and research services center providing extensive access for students and faculty involved in off-campus programs through a variety of formats; (5) provide support and coordinate staff expertise to work with faculty in implementing appropriate learning technologies for off-campus courses; (6) provide leadership in developing and delivering instructional products and services to distance and distributed learners; (7) work to integrate library instruction into distance learning courses and curricula in close consultation with faculty, course development teams, and library user education and subject specialists; (8) work with site institutions, technology services, and ITS to ensure appropriate technical support for students and faculty using electronic teaching, information retrieval, and delivery methods; and (9) carry out other professional duties as assigned.

**Qualifications:**
**Required:** Graduate degree from an ALA accredited library and information science program, or the equivalent; a minimum of two years professional library experience including planning and delivering instruction and working with faculty or instructors; experience with multimedia or network-based authoring applications for development of instructional materials; demonstrated ability to work independently; ability to work well with a culturally diverse community of faculty, students, staff, and library colleagues; excellent written and oral communication skills; strong interpersonal skills; willingness to travel by automobile as much as 2-3 times per week to University of Iowa off-campus sites throughout the state (must have a valid driver's license).

**Desired:** Knowledge of or experience in providing library services for distance learning; work experience or academic background in instructional design; work experience or academic background in creating multimedia library instruction modules; and familiarity with asynchronous learning approaches.

**Salary and Appointment:** Appointment rank and salary will be based on relevant experience and educational background. Appointment will be made at the Librarian II or III level. The salary range for this position is $31,810 - $52,000. The University offers an attractive package of benefits including 24 days of paid vacation per year, TIAA/CREF retirement, and a flexible selection of medical, life insurance, dental, vision, childcare credit and additional benefits.

**The University of Iowa Libraries:** The UI library system consists of the Main Library and 11 departmental libraries (art, music, business, and the sciences, including health sciences). With some 3 million volumes, the collections of the UI Libraries rank 29 out of 107 in the Association of Research Libraries. The Libraries' NOTIS-based automated system is called OASIS. The University is a member of the Research Libraries Group, and staff are actively engaged in national cooperative efforts, including cooperative cataloging. The Libraries provides a program of support for professional development activities.

**Environment -- The University and Iowa City:** A major research and teaching institution, the University of Iowa offers recognized programs in a wide variety of areas. The University consists of a faculty of some 1,600 serving 28,000 students, 9,000 of whom are registered in graduate degree programs. Iowa City is a community with excellent educational, recreational, and cultural advantages, and is readily accessible via interstate highways and a major airport only 30 miles away.

**Application Procedures:** Applications must be received by March 30, 1998. Minorities and women are particularly encouraged to apply. Qualified individuals should submit a letter of application, resume, and the names, addresses, and telephone numbers of three references to: Janice Simmons-Welburn, Coordinator for Personnel and Diversity Programs, University of Iowa Libraries, Iowa City, IA 52242-1420 (319) 335-5871.

**THE UNIVERSITY OF IOWA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.**

Electronic and Distance Education Librarian

Develop and coordinate the Eisenhower Library's efforts to improve support through information resources and services, works to create partnership relationships with the Homewood schools and other academic units, with Hopkins affiliates, and with appropriate external agencies. Primary task is to mainstream MSEL support for distance and electronic education. Activities to accomplish this task include the following:

- Monitor the expansion and development of distance and off-campus electronic programs in order to position the MSEL to respond and support them in a planful and timely manner

- Market and promote library services to distance and off-campus educational programs

- Evaluate library support for these programs

- Work closely with the library's program managers and departmental staffs to examine how existing services can be modified and new services can be developed to support these new learning communities

- Work closely with Library Systems and the Digital Knowledge Center to put in place appropriate technology and network support for remote users of the library

- Establish in coordination with program managers appropriate standards of service

- Work closely with the professional staffs at the off-campus centers and chair the Off-Campus Library Services Team

- Identify and pursue funding to support the distance and electronic learning activities of the library

- Report to MSEL's Management Team on activities and discuss appropriate budget, policy and planning matters

- Pursue excellence in MSEL library support for distance and electronic education

Position Descriptions Posted Since January 1, 1996

# Instructional Services

## POSITION DESCRIPTION

**COLLEGE:** University Libraries, Arizona State University

**DEPARTMENT:** Library Instruction, Systems, and Technology

**TITLE:** Assistant Librarian

### POSITION SUMMARY:

This is a full-time continuing appointment-track (Academic Professional) position requiring professional development and service in addition to excellent job performance. Functions as an integral member of the Library Instruction, Systems, and Technology (LIST) development team. Responsibilities include developing and presenting library instruction in a variety of formats, and the creation of various electronic publications.

### ESSENTIAL FUNCTIONS:

1. As a member of LIST development team, helps create computer-based library instructions.
2. Writes, edits, and electronically publishes library instruction and orientation materials as needed.
3. Designs, develops and presents instruction in library utilization.
4. Consults with library subject specialists to create, revise and digitize library publications.
5. Serves as liaison with faculty to accommodate library instructional needs.

### QUALIFICATIONS:

**Required:**

- ALA accredited MLS degree.
- Experience designing, developing and/or presenting instruction.
- Training and/or experience in emerging technologies for information resources.
- Excellent interpersonal and communication skills.
- Demonstrated professional development and involvement.

**Preferred:**

- Experience using web development, multimedia authoring and/or desktop publishing software for library applications.
- Experience working in a team environment.
- Experience in the evaluation and assessment of instruction.
- Library systems experience.
- Experience working in a library environment.

THE UNIVERSITY OF IOWA LIBRARIES
IOWA CITY, IOWA

Position Vacancy

**Instructional Technologist**

**Position Description**: Develop instructional materials such as web pages and tutorials and provide technical support to the Teaching With Innovative Style and Technology (TWIST) program; under the guidance of the User Education Coordinator, develop instructional technology tools in support of undergraduate and graduate education, including maintenance of the Library Explorer; under guidance of Distance Education Coordinator, develop and provide support for technologies of particular usefulness to students off campus. Advise on the implementation of groupware and collaborative learning technologies in instruction. Incumbent will also help design evaluation tools for use with instructional modules; assist in staff and faculty training activities and campus-wide instructional technology. The incumbent will report to the User Education Coordinator as the primary supervisor and to the Team Leader for Information Arcade and Libraries' Webmaster for technical support matters. This is a one year appointment.

**Qualifications**
**Required**: A bachelor's degree in educational or Instructional Technology or directly related field, or an equivalent combination of education and experience; demonstrated ability to work in a team-based environment in a collegial manner and to undertake multiple tasks concurrently. Expertise in the application of multimedia, hypertext and networked information resources in the design and development of instructional materials, skill and experience in web page creation, multimedia design and authoring/production.

**Preferred**: MA degree in instructional design or related area; knowledge of instructional design technology development and operation of computer and network-based instructional materials including e-mail, World Wide Web, computer conferencing, desktop video, listservs, electronic texts and databases; excellent interpersonal, oral and written communication skills; ability to work efficiently and effectively with a diverse staff and faculty.

**Salary and Appointment**: Appointment rank will be at the Programmer Analyst level and salary will be based on relevant experience and educational background. The salary range for this position is $25,380 - $30,855. The University offers an attractive package of benefits including 24 days of paid vacation per year, TIAA/CREF retirement, and a flexible selection of medical, life, dental, and vision insurance, childcare credit, and additional benefits.

**The University of Iowa Libraries**: The University of Iowa Library system consists of the Main Library (including the Information Arcade) and 11 branch libraries (Art, Music, Business, and the Sciences), the largest of which is Hardin Library for the Health Sciences which includes the Information Commons, an electronic classroom facility. With over 3 million volumes, the collections of the UI Libraries rank 30 out of 107 in the Association of Research Libraries. The University of Iowa Libraries makes use of a NOTIS-based automated system called OASIS. The University is a member of the OCLC, and the Committee on Institutional Cooperation (CIC). The Libraries provides a program of support for professional development activities and its staff members are actively engaged in national cooperative efforts.

**Environment**: The University and Iowa City: A major research and teaching institution, The University of Iowa offers recognized programs in a wide variety of areas. The University consists of a faculty of some 1,700 serving over 28,000 students, over 9,000 of whom are registered in graduate and professional degree programs. The University of Iowa employs over 15,000 permanent full-time and part-time staff. Iowa City is a community with excellent educational, recreational, and cultural advantages, and is readily accessible via interstate highways and a major airport only 30 minutes away.

**Application Procedures**: Applications must be received by Friday, April 16, 1999. Qualified individuals should submit a letter of application, resume, and the names, addresses, and telephone numbers of three references to: Janice Simmons-Welburn, Director, Human Resources and Processing Services, University of Iowa Libraries, Iowa City, IA 52242-1420 (319) 335-5871.

**THE UNIVERSITY OF IOWA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.**

For further information concerning the University of Iowa Libraries, visit our website at http://www.lib.uiowa.edu

# UNIVERSITY OF MARYLAND LIBRARIES - COLLEGE PARK CAMPUS
# POSITION DESCRIPTION FORM

## ASSOCIATE STAFF

Date Prepared: May 1995 Division: Academic Affairs

Prepared by: _____ Department: Libraries

Position Rank: Manager or Librarian II Unit: Public Services - User Education

Position Title: Manager of User Education Services

Reports to: Associate Director for Public Services

NATURE OF WORK:

In a developing team and network environment, provides administrative leadership, coordination, and accountability for the Libraries' User Educational Program. Develops and nurtures library partnerships with teaching faculty, and works closely with library staff to develop, implement and evaluate the Program. The Program includes educational sessions, electronic and print user aides, and creative initiatives aimed to improve skills among campus students, faculty and staff to identify, locate, and utilize information needed for learning, teaching and research. The Program emphasizes developing skills to access information made available by the Libraries through an online catalog system, Web browser, Internet, networked and freestanding CD-ROMs, dial-in services, locally mounted databases, and telecast audio-visual materials. Expectations for appointment at the Manager level include successful leadership to enhance the Libraries' national reputation as a center for innovative electronic library services. Expectations for appointment at the Librarian II level include leadership to promote the Libraries' visibility on and beyond campus.

POSITION REQUIREMENTS:

Required: Master's degree from a graduate program accredited by the American Library Association. Understanding of current trends in information and audio technologies, higher education pedagogy, and academic library services, as related to library user education; in-depth knowledge of instructional design and teaching techniques. Demonstrated abilities to effectively and creatively work with library staff in a collaborative, participatory environment, and to work well with undergraduate and graduate students, and university faculty. Evident strong public services orientation and communication skills. Preferred: Demonstrated accomplishment in developing, implementing and evaluating a library user service. Knowledge of software applications in a network and multi-systems environment. Ability to design and perform effective search strategies utilizing a variety of databases.

For appointment at the Manager level: In addition to meeting the above required criteria, successful candidates for appointment at this higher level must have a second graduate degree related to pedagogy or instructional technologies, five years of professional library experience (at least two of which include recent

electronic reference and instructional responsibilities), demonstrated evidence of a consistent record of excellence in professional achievement in librarianship or a related field, visibility as a leader in library or information management related to library instruction on the national or international levels, excellence in service, and continued professional growth.

For appointment at the Librarian II level: In addition to meeting the above required criteria, successful candidates for appointment at this level must have post graduate education in areas related to teaching or instructional design; four years of professional library experience (at least two of which include recent electronic reference and instructional responsibilities), and demonstrated potential for visibility and professional leadership in electronic library services.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES.

A. Works closely with the User Education Team:
1. As a permanent participant, but not necessarily as team leader or facilitator.
2. To plan, implement, and improve the User Educational Program, incorporating the most effective utilization of library personnel, materials, space and equipment resources available to meet the Program's goals.
3. To monitor and evaluate library education programs through analysis of reported activities, and as appropriate, through conducting user assessments.
4. To maintain interactive and productive communication concerning the User Educational Program among the Libraries' staff.
5. To recommend goals, policies, procedures and programs to improve user education services for undergraduate and graduate students, faculty and targeted special campus groups not specifically reached by curriculum programs (e.g. disabled, minority, foreign and commuting patrons).
6. To promote and market the Libraries' user education program to the campus community.

B. Provides instruction
1. Prepares and conducts instruction sessions to groups, focusing on the effective, unassisted retrieval of information, especially in electronic format.
2. Prepares guides and other handouts, in electronic, print, and audiovisual formats, as appropriate, to facilitate access to information in any format.
3. Develops and implements library staff development program on instructional design and teaching techniques.
4. Trains and coordinates all library staff involved in teaching electronic resource sessions to groups of library users as part of the Basic User Educational Program.

C. Serves as a resource person and advisor to the Associate Director for Public Services and the Libraries on user education.
1. Monitors current trends and shares insights on information and audio technologies, higher education pedagogy, and academic library services, as related to library user education.
2. Prepares the annual report for the Program and other reports as required by library administrative needs.
3. Prepares and provides written comments for annual performance evaluations of individuals involved in the User Educational Program.

D. Provides other administrative assistance, as requested.
1. Serves as a permanent member of the Public Services Committee, the Online Catalog Advisory Group, and on other teams and committees as requested.
2. Other than the Associate Director for Public Services, serves as the principle spokesperson concerning Public Services Division User Educational policies and procedures.
3. Monitors and maintains the quality of the Public Services Division's portions of the Libraries' Web Browser, working closely with appropriate teams and specialists.
4. As requested, substitutes for the Associate Director for Public Services in her absence.

E. Enhances the visibility and leadership of the UMCP Libraries in the area of user education.
1. Advocates the Libraries' role on campus in the education of information literacy among students and faculty.
2. Actively contributes to the resolution of professional problems related to library instruction at levels beyond the campus.

F. Performs other responsibilities as required to accomplish the goals and objectives of the Public Services Division and the Libraries as a whole.

**PURDUE UNIVERSITY LIBRARIES**

**CHEMICAL INFORMATION SPECIALIST**
**NOTICE OF VACANCY**

**REQUIREMENTS:** Master's degree in Library Science (ALA accredited). Bachelor's or advanced degree in chemistry or demonstrated knowledge of the chemistry literature through a combination of educational background and experience.

**DESIRED QUALIFICATIONS:** Experience in using electronic resources in chemistry and related fields. Demonstrated commitment to user instruction and to consultation with users on their information management skills. Excellent communication and presentation skills. Strong service orientation and interpersonal skills. Demonstrated interest in integrating and applying new and emerging technologies to meet the changing needs of users. Experience working as part of a team.

**RESPONSIBILITIES:** Assists the Chemistry Librarian and the Pharmacy, Nursing, and Health Sciences Librarian in developing user instruction programs as an integral part of the Purdue University Libraries system-wide information literacy program. Instructs students and faculty in the effective use of electronic and printed resources, individually and in the classroom. Provides reference services. Contributes to the operations of both libraries by assisting in adopting new technologies, implementing new services, and working with faculty and other primary users. Participates in the planning activities of the Purdue University Libraries. Participates in collaborative activities within the Physical and Engineering Sciences Cluster (Chemistry Library, Physics Library, Earth and Atmospheric Sciences Library, Mathematics Library, Engineering Library) and the Biomedical and Natural Sciences Cluster (Life Sciences Library, Biochemistry Library, Veterinary Medical Library, and Pharmacy, Nursing, and Health Sciences Library.) Reports to the Chemistry Librarian and the Pharmacy, Nursing, and Health Sciences Librarian. Members of the Libraries faculty must meet Purdue requirements for promotion and tenure.

**SALARY:** $30,000.00 and up depending upon qualifications.

**STATUS AND BENEFITS:** Faculty status and responsibilities. Rank of Assistant Professor. Twelve month appointment with annual vacation of 22 working days. Flexible benefit programs with open enrollments annually. Medical, group life, disability insurance programs are in effect, as are flexible spending accounts. TIAA-CREF retirement and Social Security coverage.

**LIBRARIES:** The Chemistry Library is the principal library resource for the Department of Chemistry and also serves the University at large. Approximately 325 graduate students are enrolled in the Masters and Ph.D. programs. The library holds approximately 25,000 volumes on site and currently receives 320 serial publications. The staff includes the Chemistry Librarian, three support staff, and student assistants. The Pharmacy, Nursing, and Health Sciences Library is the principal library resource for these three schools and also serves the University at large. Besides the professional degree programs in pharmacy (Doctor of Pharmacy and BS in Pharmacy), the School of Pharmacy and Pharmacal Sciences includes Masters and Ph.D. programs in medicinal chemistry, molecular pharmacology, industrial and physical pharmacy, pharmacy administration, and pharmacy practice. The library holds approximately 30,000 volumes on site and currently receives 400 serial publications. The staff includes the Pharmacy, Nursing, and Health Sciences Librarian, two support staff, and student assistants.

The Purdue University Libraries system, which consists of the Undergraduate Library and 14 school and departmental libraries, has over 2 million volumes. Staff totals more than 200, including 60 faculty and professionals.

Purdue University, the land grant university in the State of Indiana, is located approximately 60 miles northwest of Indianapolis, IN and 110 miles southeast of Chicago, IL. The greater Lafayette area of over 130,000 provides diverse cultural and social activities.

**APPLICATION PROCESS:** Send statement of interest and a list of references to: Thomas Haworth, Personnel Administrator, Purdue University Libraries, 1530 Stewart Center, West Lafayette, IN 47907-1530. Review of applications commences immediately and continues until position is filled.

**An Equal Opportunity/Affirmative Action Employer**

03/01/99



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# PURDUE UNIVERSITY POSITION DESCRIPTION

Libraries – Information Technology | 1530 | *Position Control Number*
*Department Name* | *Department Number*

**Immediate Supervisor**: _____
*Name* | *Phone Number*

*Position Title*: Technology Training Specialist

| ____ CLERICAL | ____ SERVICE | _X_ ADMINISTRATIVE/PROFESSIONAL |
|---|---|---|
| X New description | ____ Revised description | |
| X Regular | ____ Temporary (indicate expected duration_____ | |
| X Full Time | ____ Part Time (indicate recurring FTE ____) | |
| ____ Academic year | X Fiscal Year ( 09 mo.____ 10 mo. ____ 11 mo. ____ 12 mo. X ) | |

**POSTING SUMMARY**: Briefly describe the **primary** purpose of this position.
*Working in a team environment with the Technology Training Librarian, the Staff Development/Training Coordinator, and appropriate staff from various areas of the Libraries, this position has shared responsibility for planning, developing and conducting instructional programs both in the classroom and through Internet based delivery techniques with a strong emphasis on staff training. Instructional areas may include, but are not limited to, Windows based software packages, instructional design and multimedia software, Web authoring tools, and the electronic resources and services associated with Purdue's THOR system.*

**EDUCATION** - Indicate the **minimum** education required.
____ Ability to read/write English ____ HS diploma/GED ___ Vocational/Technical school
____ College course work ____ Associate Degree ____ BA/BS Degree _X_ Advanced Degree
Describe the degree field(s) required:

*Master's degree in Library or Information Science (ALA accredited). Technology or Education related degree or major.*

**EXPERIENCE** - Indicate the **minimum** years of experience required.
____ No previous experience required
X ___ Experience required (____ 1 yr. _X_ 2 yr. ____ 3 yr. ____ 4 yr. ____ 5 yr. ___ + 5 yr.)
**Describe the type of experience required:**

*Experience with electronic access to information services and library systems. Ability to work effectively with staff, students, and faculty in an academic library setting.*

**KNOWLEDGE, SKILLS, ABILITIES - List any special training, certificates, licenses, knowledge, skills or abilities required: (Examples: word processing, accounting, supervision, oral/written communication, professional engineer, etc.)**

*Demonstrated communications skills. Experience with teaching and training activities utilizing computer technology. Technical knowledge of instructional and multimedia software.*

**SUPERVISION**: If this position supervises, indicate the number of employees supervised:

| | Regular/Part Time | Temporary/Students |
|---|---|---|
| Administrative/Professional | | |
| Clerical | | |
| Service | | |

Indicate the supervision authority:
____ Functional (Trains, plans and assigns work)
____ Administrative (Makes recommendations re: hiring, discipline, salary increases, termination, etc.)

**Does this position require a Criminal Conviction Records Check?** ____ Yes _X_ No

**For Personnel Services Use Only** - The information below indicates the staff classification/exemption determination and related codes established by Personnel Services for the described position. Questions concerning this information should be directed to Personnel Services.

Staff Classification/Position Code_____ Exempt____ Non Exempt____
JIC_____ EEO6_____ POC_____ FOC_____ ED_____

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PURDUE UNIVERSITY

Describe the **essential** and **other** responsibilities of this position, in order of importance. **Essential** responsibilities are those functions that the individual who holds the position is normally required to perform and their removal would fundamentally alter the purpose of the position. **Other** responsibilities are functions that are performed as part of the position but their removal does not fundamentally alter the position. (See guidelines for more information.) Indicate the percent of the total time devoted to each responsibility in the space provided. Attach additional pages if necessary.

| RESPONSIBILITIES | PERCENT |
|---|---|
| **ESSENTIAL DUTIES** | |
| Conducts classroom instruction tailored to type and level of user. Instruction is related primarily to the use of electronic information resources and software tools needed for staff productivity. | 50% |
| Develops materials for and utilizes Internet as appropriate for the provision of various training programs as an alternative instructional delivery method. | 10% |
| Participates as a team member in the development, enhancement and construction of materials and resources used for instructional programs throughout the Libraries. | 10% |
| Works with the Technology Training Librarian, the Staff Development/Training Coordinator, user instruction teams, and other appropriate staff to develop needed training programs for staff. Development of regular training programs for both new and continuing library staff members is included. | 10% |
| Creates and makes available materials, handouts, guides, and other appropriate documentation including Web-based materials for staff training. | 10% |
| Provides training opportunites for general microcomputer software and hardware utilization for staff. | 5% |
| Continually updates skills by learning new versions of current and new software relating to instructional development with emphasis on multimedia tools. | 2% |
| Continues own professional development. | 2% |
| Becomes familiar with training programs being offered at other libraries and institutions. | 1% |
| **OTHER DUTIES** | |
| _____Other duties as assigned. | |
| | 100% |

Supervisor's Signature _____ Date _____ Dept. Head's Signature _____ Date _____

This description identifies the specific duties and responsibilities and indicates the kinds of tasks and levels of work difficulty required of positions with this title. It is not intended to limit or modify the right of any supervisor to assign and direct the work of employees.

SOUTHERN ILLINOIS UNIVERSITY, CARBONDALE
LIBRARY AFFAIRS
CARBONDALE, ILLINOIS

POSITION: Assistant or Associate Professor (Assistant Instructional Development Librarian)

Appointment: Full-time, 12-month, continuing (tenure track)

AVAILABLE: May 1, 1998

ENVIRONMENT:

The library services of Southern Illinois University, Carbondale (SIUC) are centralized in Morris Library. Its four subject divisions hold more than 2.4 million volumes, 3.1 million microform units, and over 12,500 current periodicals and serials. Library users have access to ILLINET Online (the statewide automated system) and to numerous CD-ROM databases and other electronic data files via the Library's local area network, the Campus-Wide Information System, and the Internet. As the campus center for access to academic information and collaborative academic technology projects, the Library's staff of 34 faculty, 7 Administrative/Professional (A/P) staff, and 75 Civil Service employees provide a wide range of services, including instructional and technical support, distance learning, geographic information systems (GIS), and multimedia courseware development. Units of Library Affairs include Public and Collection Development Services, Special Collections and Development Services, Technical and Automation Services, Instructional Support Services, and the Ulysses S. Grant Association. Instructional Support Services offers a wide variety of services to support the instructional mission of the university through the use of instructional design and development, instructional evaluation, World Wide Web and multimedia development, video production, and graphics production. The Library is a member of the Association of Research Libraries and the Center for Research Libraries. It is also a member of the Southern Illinois Collegiate Common Market and the Southwestern Illinois Higher Education Consortium, which support the development of distance learning throughout the southern Illinois region. Additional information about Southern Illinois University, Carbondale and Library Affairs is available on the World Wide Web (http://www.lib.siu.edu)

RESPONSIBILITIES:

Under the general direction of the Director of Instructional Support Services and the Assistant Instructional Support Services Librarian, the Assistant Instructional Development Librarian is responsible for working with faculty, staff, and students at SIUC to enhance the teaching and learning environment utilizing asynchronous learning components (e.g., courseware, slide presentations, electronic reserves, etc.). Specific duties include: working with faculty and staff members in the Library and on-campus to utilize the Library's collection, the World Wide Web, and Instructional Support Service personnel for the improvement of teaching and

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learning and the delivery of instruction within the distributed learning environment; serving as liaison to academic departments; and working with faculty in the university community and at the regional community colleges to support distance learning initiatives for the region.

QUALIFICATIONS:

Required: MLS from an ALA-accredited library school; competence with current library automation such as OPACS, CD-ROM based indexes, and the Internet; knowledge of World Wide Web development tools for teaching and learning (multimedia applications, HTML, OCR software, etc.); experience in World Wide Web development and instructional support; experience in planning and implementing instructional media and technology in the teaching and learning process; excellent oral and written communication skills; excellent interpersonal skills; the ability to organize work and to work well under pressure; the ability to meet criteria for promotion and tenure, including professional service and published research. Preferred: Degree (bachelor's or above) in education; demonstrated potential for leadership and management.

SALARY: $31,000 minimum

TO APPLY:

Please send a letter of application stating qualifications and background relevant for this position accompanied by a resume and the names, addresses (including e-mail addresses, if available), and telephone numbers of three references to:

Thyra K. Russell, Associate Dean
Personnel and Budget Services
Library Affairs, Mail Code 6632
Southern Illinois University
Carbondale, Illinois 62901-6632
Telephone: 618-453-2681

CLOSING DATE FOR APPLICATIONS: February 13, 1998, or until filled

SOUTHERN ILLINOIS UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Technology Training Specialist/Librarian

**Degree and Area of Specialization**: **Required**: ALA-accredited MLS; experience in teaching; ability to communicate technical information; experience in planning and evaluating programs and ability to assess training needs; demonstrated skills in use of information technologies, such as Web authoring; knowledge of the hardware and software used in providing electronic services; familiarity with Windows NT; commitment to working with staff with different learning styles; ability to work both independently and in cooperation with colleagues; excellent communication skills; strong interpersonal skills.

**Principle Duties**: The University of Wisconsin - Madison General Library System is seeking a Technology Training Specialist/Librarian to create and manage all aspects of a technology training program for library staff including student assistants. A major component of this position is the training of students to help them become successful users of technology and to become resources in information technology for the rest of library staff.

**Responsibilities include**: assess technology training needs of staff and students; manage all aspects of technology course development and instruction for the library staff and students; participate in the training of staff and students in using electronic tools such as Web authoring software, Web browsers, digitizing, scanning, indexing tools, word processing, spreadsheets, and email; maintain current awareness of library operations and services in order to assess organization-wide training needs; provide the library with expertise in technology development and trends; communicate routinely with library managers; coordinate and seek partnership with other technology training initiatives on campus.

Position Descriptions Posted Since January 1, 1996

# Reference and User Services

## COLORADO STATE UNIVERSITY LIBRARIES
**http://manta.library.colostate.edu**
**Announcement of Vacancy**

## COORDINATOR - REFERENCE AND INFORMATION SERVICES

**RESPONSIBILITIES:** Reporting to the Assistant Dean for Public Services, this position is responsible for planning and coordinating the full range of activities encompassed in providing user assistance in the main library facility, William E. Morgan Library. This position is also responsible for overseeing services provided in the three branch library facilities; Veterinary Teaching Hospital Branch Library, Engineering Sciences Branch Library and Atmospheric Sciences Branch Library. As a member of Reference Services and the public services division, participates in the planning, developing and evaluation of reference and division services and in scheduled service at the reference and electronic information center desks. This position will include instruction and may assume liaison and collection development responsibility for one or more subject areas.

This position provides supervision for five library faculty positions, ten support staff and more than eight FTE student assistants. In addition, the position is expected to provide written input for the annual evaluation of all reference faculty (and others as appropriate) in regards to their desk service. Duties include designing, planning and evaluating the interrelation and effectiveness of services provided at the major service points - Information Desk, Reference Desk (includes individual consultation services), Electronic Information Center Desk, Journal Room/Microtext/Newspaper Area Desk, an active student-staffed roving assistance program, and services provided at the three branch library facilities. The position works closely with the other two Reference Services Coordinators, and jointly they are responsible for maintaining strong communication channels within Reference Services. As a service coordinator, this position participates as a member of the library management team and represents staff goals and concerns in appropriate forums. Changes in organizational structure may affect responsibilities.

The Reference Services have recently reorganized with three coordinator positions to provide leadership and management by function - Collection Management; Instruction, Outreach and Staff Training; Reference and Information. These three areas work closely together with faculty and staff in each unit participating in all three functional areas. The coordinators will operate as a management team and will work with appropriate staff in all three reference units to promote consistency of service and optimal utilization of staff resources. The Reference Services includes 20 librarians, each with a subject-based or specialty assignment, 16 support staff, and more than 10 FTE student hourly assistants. Staffed service points include the Information Desk, Reference Desk, Electronic Information Center Desk, and the newly combined Journal Room/Microtext/Newspaper area. The services desks are complemented by an extensive roving service program. Staff from all three reference units work at the scheduled service points; are engaged in instruction, including use of the Electronic Information Labs; and participate in collection development activities.

**QUALIFICATIONS:** Required: Graduate degree in library science from an ALA accredited degree program; a minimum of three years post-MLS reference experience in an academic library; demonstrated successful supervisory experience; demonstrated initiative and expertise in user services and a strong customer service commitment. Must demonstrate excellent interpersonal skills including the ability to work as a group or team member and the ability to communicate effectively with faculty, staff, students and community constituencies. Must have the potential for meeting the requirement for tenure and promotion and have a demonstrated commitment to the profession. Desired: Specialized knowledge in a subject area and ability to serve as mentor to junior faculty.

**RANK and SALARY:** Twelve month tenure track faculty appointment with contract reviewed annually until tenure is granted. Salary minimum of $18,000.



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Colorado State University Libraries

# COLORADO STATE UNIVERSITY LIBRARIES
**http://manta.library.colostate.edu**
**Announcement of Vacancy**

## REFERENCE LIBRARIAN -WEB SPECIALIST

**RESPONSIBILITIES:** This position reports to Coordinator, Sciences and Technology Services and Electronic User Services, and is responsible for the Libraries home page and designing, developing and maintaining the World Wide Web pages to showcase the Libraries' user instruction and assistance information and to facilitate user access to the full range of databases and information resources offered by the Libraries. This position will interact with library systems personnel and campus computing specialists on a regular basis and serve both as an advocate and intermediary for exploration and development of user-friendly electronic access to library resources and services. This position will also work closely with technical services staff to exploit the full capabilities of the Libraries online catalog (III), and will participate in a team-based environment of reference professionals committed to excellence in service. Web activities include maintaining the Libraries Web pages and overseeing the development and implementation of new pages, advising on technical issues related to the Web, suggesting effective uses of technology and providing staff assistance, and training for maximizing the instruction potential of the Web. As a member of the unit and the division, participates in the planning, developing and evaluation of unit and division services and in scheduled service at the reference and electronic information center desks. Some evening and weekend hours will be required. Must demonstrate interpersonal skills including the ability to work as a group or team member and the ability to communicate effectively with faculty, staff, students, and other library patrons. Changes in organizational structure may affect responsibilities.

**QUALIFICATIONS:** Required: Graduate degree in library science from an ALA accredited degree program; experience working with microcomputer equipment and software; demonstrated knowledge of HTML (include web site address); a thorough knowledge of the Internet and experience in searching electronic resources available through the Internet; dynamic team player and strong public service orientation toward user services; excellent written and oral communication skills; and ability to meet tenure and promotion requirements. Desired: Reference experience in an academic or special library; teaching experience; programming experience; knowledge of networks, library systems and campus computing systems.

**RANK and SALARY:** Twelve month tenure track faculty appointment with contract reviewed annually until tenure is granted. Salary minimum of $36,000.

**UNIVERSITY DESCRIPTION:** Colorado State University was established as the land-grant institution of the State of Colorado in 1870. Enrollment is approximately 22,000 students with graduate and professional students comprising about 18% of the total. The University employs about 1,500 academic faculty, 1,000 administrative professionals and 2,000 classified staff. Colorado State University is located in Fort Collins, a dynamic community with a population of approximately 100,000 situated 65 miles north of Denver in the foothills of the Rockies. Rocky Mountain National Park, Poudre Canyon and other mountain recreation areas are nearby.

**LIBRARY DESCRIPTION:** The Libraries is comprised of staff and faculty in Morgan Library, the Veterinary Teaching Hospital Branch Library, the Engineering Sciences Branch Library, and the Atmospheric Science Branch Library. Sciences and Technology Services is responsible for providing library services in science and technology subject fields and works cooperatively with Social Sciences and Humanities Services and Government Documents Services. These services include user orientation and instruction, reference and other interpretive services; access to information in electronic formats, including database searching; collection development; and liaison with students, faculty and other user groups.

**TO APPLY:** To request a Libraries' application form, send a letter of application, addressing your qualifications as they relate to the position, a current resume which includes addresses of authored WWW pages, and names, addresses and phone numbers of three references to **Teri Switzer, Personnel Librarian, Colorado State University Libraries, Fort Collins, CO 80523-1019.** E-mail: tswitzer@manta.library.colostate.edu. All application materials, including application form, must be received by 5:00 p.m. Monday, December 1, 1997; however, the search may be extended if a suitable candidate is not identified. Colorado State University is an equal opportunity/affirmative action employer and complies with all Federal and State laws, regulations and executive orders regarding affirmative action requirements. The Office of Equal Opportunity is located in Room 100, Student Services Building. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women and other protected class members are encouraged to apply.

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**HEAD, INFORMATION, RESEARCH, AND INSTRUCTIONAL SERVICES**
**University of Iowa Libraries**
**Iowa City, Iowa**

**Position Description:**
The University of Iowa Libraries has combined Information and Research Services (Reference), the Information Arcade, and Media Services Departments into a dynamic multi-dimensional department for Information, Research, and Instructional Services (IRIS). IRIS provides services and user education for bibliographic and reference resources, print and non-primary source collections, multimedia development, computer-assisted methods for research and teaching, and local and networked access to information. IRIS is distinguished by its team-based approach to providing high quality services and by its emphasis on individual initiative and responsibility.

The Head of IRIS supervises the IRIS Management Team consisting of four professional team leaders -- Research Services, Information Services, Libraries-Wide Information System and Multimedia, and Electronic Services. Total IRIS staff consists of 7.25 FTE librarians, 1 FTE professional technologist, 4 FTE support personnel as well as a number of graduate assistants and student employees. Beyond unit responsibilities, the Head of IRIS has system-wide responsibility for provision of innovative information and research services including advancement and planning of user education and outreach programs. Additionally, the Head of IRIS provides campus-wide leadership for the collaborative application of learning technologies and leadership for the Libraries' advancement in technology-based information and research services, information and instructional services for distance education, and Internet-based applications.

**Qualifications:**
**Required:** A graduate degree from an ALA accredited library and information science program, or the equivalent; an understanding of the mission of research institutions and research libraries and the role of information and instructional technology in these settings; professional experience providing reference services, including user education activities, in a research library; general knowledge of the nature of scholarly research; familiarity with the state-of-the-art in multimedia, full text databases, and image technology; General knowledge of local area networks, Internet-based services and applications, and the issues surrounding the creation and exchange of networked information; experience with electronic information resources and services; experience with electronic texts or data and interactive teaching tools in the humanities or social sciences; demonstrated administrative, supervisory and leadership abilities; excellent oral and written communication skills; and demonstrated commitment to an active program of professional involvement at the national level.

**Preferred:** Familiarity with electronic scholarly publishing and communication, experience with the application of information services in a distance education environment; experience building successful collaboration with university teaching faculty and computing center professionals; familiarity with program planning/administration of multimedia laboratories and electronic classrooms; graduate studies in humanities or social sciences; and working knowledge of a foreign language.

**The University of Iowa Libraries**: The University of Iowa Library system consists of the Main Library (including the Information Arcade) and 11 departmental libraries (Art, Music, Business, and the Sciences), the largest of which is Hardin Library for the Health Sciences. With some 3 million volumes, the collections of the UI Libraries is ranked 29 out of 107 in the Association of Research Libraries. The University is a member of the Research Libraries Group, the Committee on Institutional Cooperation (CIC), OCLC, and its staff members are actively engaged in national cooperative efforts. The University of Iowa Libraries makes use of a NOTIS-based automated system called OASIS. The Libraries provide a program of support for professional development activities.

**Environment**: The University and Iowa City: A major research and teaching institution, The University of Iowa offers recognized programs in a wide variety of areas. The University consists of a faculty of some 1,600 serving over 28,000 students, 9,000 of whom are registered in graduate degree programs. Iowa City is a community with excellent educational, recreational, and cultural advantages, and is readily accessible via interstate highways and a major airport only 30 minutes away.

**Salary and Appointment:** Appointment rank and salary will be based on relevant experience and educational background. Salary range: $44,000-54,000.

**Application Procedures**: Applications must be received by December 15, 1996. Qualified individuals should submit a letter of application, resume, and the names, addresses, and telephone numbers of three references to: Janice Simmons-Welburn, Coordinator, Personnel and Diversity Programs, University of Iowa Libraries, Iowa City, IA 52242-1420, (319) 335-5871.

For more information about the University of Iowa Libraries, see the Libraries-Wide Information System on the World Wide Web at: http://www.lib.uiowa.edu/

THE UNIVERSITY OF IOWA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.

Dept. Code: 37340
03 00114

# McMaster University

## JOB DESCRIPTION
## Part B: Final Copy

(Revised January 1990)

Transfer your responses from Part A: Working Copy to this Final Copy and forward the Final Copy to your Human Resources Office. The Working Copy should be kept for your files.

**JOB IDENTIFICATION**

Job Title: Digital Resources Specialist

Department: University Library (Reference)

Location: Mills Library, room ~~L217~~ 218

Telephone: 23848

Reports To (Title): Assistant University Librarian (Reader Services)

Department: University Library

Location: Mills Library, room 204

Telephone: ext. 23883

**SUPERVISOR IDENTIFICATION**

Signature

I.D. Number

Date:

MAR 2 1998

OFFICE OF HUMAN RESO
LIBRARY

☒ Vacancy - If yes: ☒ New job description or ☐ Old job description

☐ Re-evaluation ☐ Other: Please explain _____

87

Knowledge/Skills:

- data management techniques
- extensive knowledge of statistical and data management software (e.g. *SAS, SPSS*)
- extensive knowledge of text retrieval software (e.g. Open Text's *Livelink*)
- familiarity and ability to work with network protocols
- knowledge of the operations of information centres
- excellent oral and written communications skills
- ability to interact in an efficient and pleasant manner with users at all levels of computer and research expertise
- training and presentation skills
- ability to be flexible and adjust to changing technologies and priorities
- data and time management skills
- ability to work in a team environment, but with considerable independence

What information has been missed about the job? Please add any **additional information and/or comments** you think the reader should know about the job.

The Digital Resources Specialist's place within the organization of the University Library may not be clear.

The Digital Resources Specialist will report directly to the Assistant University Librarian (Reader Services) and will act as a catalyst in the provision of digital services to the Library's broad user community.
To accomplish this, s/he will work closely with the staff of Reference Services in order to determine digital data/text needs of the Library's user community and the most appropriate way to meet those requirements. S/he will consult with the staff of the Library's Systems Development area in order to ensure that the services provided by the Data/Text service are compatible with other Library systems.

**SUPERVISING/DIRECTING STUDENTS (RELATING TO THEIR STUDIES)**
**(Refer to question 19 from Part A: Working Copy)**

**What kind of formal supervising and/or directing of students is generally required as part of the job? This relates to supervising/directing students in areas relating only to their studies.**

A. Does this job have any responsibility for the supervision or direction of students?

Yes ✗ No ☐

**If the answer to A was Yes, please answer questions B and C.**

B. What kind of supervision or direction does this job provide?

Put an X in any appropriate box. You may mark more than one box.

- ✗ Show students how to perform tasks
- ☐ Explain proper study procedures
- ☐ Select and sequence course materials
- ☐ Organize in-class discussions, work groups and tutorials
- ☐ Organize out-of-class team projects and tutorials
- ☐ Comprehensive planning of project presentation and interaction
- ☐ Establish number types, sequencing, weight distribution of course assignments
- ☐ Set assignment contents and grading standards
- ☐ Discuss students' performance with teaching assistant and/or marker
- ☐ Discuss students' performance with Head or departmental committee
- ☐ Formally appraise students' performance and discuss appraisal individually with them
- ☐ Recommend disciplinary action to my supervisors
- ☐ Formally recommend disciplinary action
- ☐ Review course practice and organization and formally recommend change
- ☐ Discuss attendance and/or performance problems with individual students
- ☐ Provide written/oral evaluation of past and/or present students for purposes of further study or employment
- ☐ Interview and assess prospective students for programs and courses with or without specific entry requirements
- ☐ Exam supervision
- ☐ Thesis supervision
- ☐ Other:

C. How many students does this job supervise or direct?

Number

**SUPERVISING/DIRECTING EMPLOYEES**
**(Refer to question 20 from Part A: Working Copy)**

**What kind of formal supervising and/or directing of employees is generally required as part of the job?**

A. Does this job have any responsibility for the supervision or direction of other employees?

Yes ✘ No ☐

**If the answer to A was Yes, please answer questions B and C.**

B. What kind of supervision or direction does this job provide?

Put an X in any appropriate box. You may mark more than one box.

- ✘ Show employees how to do tasks
- ✘ Give advice and guidance on work procedures
- ✘ Assist in the training of other staff
- ☐ Establish work priorities and schedules
- ☐ Allocate staff to meet short-term fluctuations in work
- ☐ Allocate staff to meet long-term work requirement
- ☐ Assign work to ensure continuity of work flow
- ☐ Establish quality and quantity standards
- ☐ Ensure quality and quantity standards are met
- ☐ Discuss employees' work performance with subordinate supervisors
- ☐ Discuss work performance of subordinates with my supervisor
- ☐ Formally appraise employees' performance and discuss appraisal with them
- ☐ Recommend disciplinary action to my supervisors
- ☐ Recommend promotions and transfers
- ☐ Deal with work-related employee problems
- ☐ Authorize disciplinary action
- ☐ Authorize promotions and transfers
- ☐ Interview employees with attendance or performance problems
- ☐ Give an opinion to my supervisor in selection of new employees
- ☐ Interview candidates for vacant positions
- ☐ Select candidates for vacant positions
- ☐ Formally recommend changes in number and class of positions
- ☐ Recommend employees' annual merit increase(s)
- ☐ Authorize employees' annual merit increase(s)
- ☐ Other:

C. How many employees does this job supervise directly and indirectly?

Full-Time _____

Part-Time _____

Casual _____

**JOB SUMMARY**

What would you say is the **primary purpose** of the job? Please summarize the **most important aspect** of the job.

The Digital Resources Specialist develops and manages the University Library's Data/Text Service; facilitates user access to digital data and text, and anticipates new technology in order to integrate that technology into services provided by the Library.

What are the most important end results that are produced to accomplish this purpose? List the **end results** or **specific accountabilities** of the job. Do not list individual duties. Attach additional pages, to a maximum of two, if needed. For reevaluations or revisions to an existing job, please clearly indicate changes using bold type, asterisks, etc.

Manages the University's Data/Text Service by:

- mounting digital material on the Service's designated server.
- assuming responsibility for the backup and ongoing monitoring of Data/Text Service equipment
- ensuring compliance with software and data license restrictions by the Service and its users
- establishing appropriate security procedures for the Service's equipment and software within the parameters set by the Library's Systems unit.
- reviewing and monitoring the use of the Service and generating appropriate statistical reports

Facilitates User Access to digital data and text by:

- working with the Reference staff in all libraries to ensure that digital material accessed through the Data/Text Service is made available to users in a manner appropriate to their needs.
- preparing self-service interfaces for digital data/text
- working with faculty to create subsets of data for class/project use.
- preparing user documentation related to the Services' products and services.
- instructing Library staff and users in data/text retrieval and manipulation techniques.

Takes an active role in ensuring that the University Library takes the best advantage of emerging digital services by:

- participating, as a member of the Library's Data Planning Group, in decisions concerning the selection of digital materials and the appropriate format of those materials.
- anticipating new technology and working with reference staff to integrate such technology into the provision of reference service
- evaluating and recommending software and hardware requirements to ensure the ongoing development of the Data/Text Service
- participating in Library representation to ICPSR (Inter-University Consortium for Political & Social Research) DLI (Data Liberation Initiative) and other such consortium bodies.

What **qualifications** are required to perform this job? If listing degrees, certificates, etc., include only those that are bona fide requirements for the job. Do not list assets that are not required to perform the job.

Education:

A degree in computer science with five years of related experience or an equivalent combination of training and experience.

Experience:

- comprehensive experience with *UNIX*, *UNIX* shell scripts and *UNIX* utilities
- experience with *SAS*, *SPSS*, and data extract/retrieval systems
- experience in dealing with both technical and non-technical end-users
- experience in serving the research and instructional needs (for digital data) of the academic community

| | |
|---|---|
| TITLE: | Coordinator, McKeldin Service Plus |
| LOCATION: | Public Services Division, McKeldin Library, UM Libraries |
| CATEGORY: | Associate Staff, Full-Time (12 Month Appointment) |
| SALARY: | Commensurate with experience |
| REPORTS TO: | Manager, McKeldin Public Services |

ENVIRONMENT:

The University of Maryland Libraries is moving to a team-based organization that incorporates elements of matrix management to improve services to our users, facilitate organizational communications, and foster an environment of shared responsibility.

GENERAL RESPONSIBILITIES:

Leadership responsibility for primary public service point in a central library providing services and collections in all subject areas to the university community. The McKeldin Service Plus Coordinator develops and maintains a high-use reference collection in coordination with other Service Plus staff and Subject Teams. The Coordinator is responsible for the scheduling of the Service Plus desk and managing daily operations; training and evaluation of all library staff who contribute to McKeldin Service Plus; data collection and evaluation of service; and monitoring equipment and facilities related to Service Plus. The Coordinator supervises the Assistant to the Service Plus Coordinator who in turns supervises, hires, trains and evaluates Service Plus Information Assistants. The Coordinator carries forward the Service Plus vision and the library's service philosophy through development and implementation of service standards in collaboration with other Service Plus sites.

SPECIFIC DUTIES:

Provides reference service at the Service Plus Desk, including evenings and weekends.

Conducts library instruction including assistance with an extensive collection of electronic information.

Works cooperatively with three Subject Teams, the Electronic Information Services Manager, the User Education Manager, other Public Service Units and Service Plus sites.

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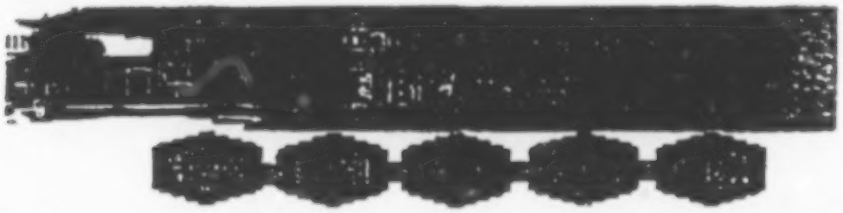
QUALIFICATIONS:

3-5 years' experience in a large academic library; strong public service orientation as evidence in reference, library instruction and/or materials selection experience; ALA- accredited MLS; excellent oral and written communication skills; demonstrated ability to work creatively in a rapidly changing environment; demonstrated ability to represent the libraries in a proactive way to faculty, departments, and colleges; demonstrated technological competencies; demonstrated ability to nurture an environment that fosters learning, collaboration, and teamwork; demonstrated knowledge and ability to deal with library personnel responsibilities and issues.



# The University of New Mexico General Library

## Assistant Director, Education Services/ Head, Research Education Program Job Posting

**The University of New Mexico is seeking applicants for the position of Assistant Director, Education Services/ Head, Research Education Program, University of New Mexico General Library. 12 month, full-time, tenure track faculty position. Salary negotiable from $38,000, depending upon qualifications and experience. Level of appointment negotiable, depending upon qualifications and experience. Responsible to Director, Education Services.**

### EDUCATION AND EXPERIENCE:

**Required: Masters degree from an American Library Association accredited program; Five years reference and/or instruction experience in an academic or research environment; Demonstrated commitment to public services and library instruction including outreach activities; Experience in an electronic and multimedia teaching and learning environment; Ability to work in a team-oriented environment; Strong written and verbal communication skills; Supervisory experience.**

**Preferred: A second Master's degree or Ph.D. in education, humanities, social sciences or in related; Experience in creating multimedia presentations; Knowledge of electronic classroom design; Training or classroom teaching experience; Grantwriting experience; Knowledge of HTML.**

### DUTIES:

**1) Serve as member of Education Services Management Team; 2)Research Instruction Program: Develop, implement, and evaluate non-credit, workshop-based instruction program as well as teach in program; Design, conduct, and assess training for program instructors; Coordinate creation of WEB pages and on-line tutorials for instruction; Work with faculty members with part-time instruction assignments and supervise 3 full-time staff members; Coordinate library strategies tutoring program; and Participate in University orientation/outreach activities. 3) Course-related Instruction: Coordinate and teach course-related instruction sessions in education, humanities, and social**

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sciences; and Provide training to instructors as needed. 4) Other Duties: Work at Zimmerman Library main reference desk; May teach in library credit course program; and May assume collection development responsibilities.

## BACKGROUND

The Research Education Program (REP) is one of four units within the recently established Education Services department. Other units are the Center for Academic Program Support (CAPS-undergradnate peer tutoring center); Learning Support Services (LSS-academic support services for students with learning disabilities); and the Credit Course Program. REP is responsible for the Research Instruction Program, a series of workshops which introduce participants to the on-line catalog, FirstSearch, and the World Wide Web; for course-related instruction for education, social sciences, and humanities; and for coordination of the library strategies tutoring program. More than 5600 students, faculty, and staff participated in REP workshops and instruction sessions during 1996-97. The UNM Libraries, with a collection of over 2,000,000 volumes, is a member of the Association of Research Libraries and participates in the OCLC system as a member of AMIGOS. The UNM General Library includes four libraries and one center: Zimmerman Library (education, humanities, and social sciences), the Fine Arts Library, Parish Library (business and economics), Centennial Science and Engineering Library, and the Center for Southwest Research.. The UNMGL is a regional library in the Federal Depository Library System. The Library uses the Innovative Interfaces OPAC, circulation, serials control, and acquisitions systems. The General Library is administered by the Dean, the Associate Dean, and the Library Management Group (LMG). The Director of Education Services is a member of LMG. The University of New Mexico main campus enrolls more than 24,000 students and employs more than 1,400 faculty and 3,800 staff. UNM offers 54 masters degrees and 35 doctoral and professional degrees. UNM attracts a culturally diverse student population.

## FACULTY RESPONSIBILITIES:

The incumbent is expected to comply with the policies of the Faculty Handbook, including research, publication, and service components.

## APPLICATIONS:

Submit a letter of interest and resume (including names, telephone numbers, and addresses of three references we may contact) to: Rita Critchfield, General Library, University of New Mexico, Albuquerque, New Mexico 87131 by January 5, 1998. A copy of this job description is also available at http://www.unm.edu/~libinfo/Jobs.

The University of New Mexico is an Equal Employment Opportunity/Affirmative Action Employer.

Return to Job Posting

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**NORTHWESTERN UNIVERSITY LIBRARY**

**PROFESSIONAL VACANCY**

**POSITION:** DIRECTOR NEW MEDIA CENTER PROGRAM

**DEPARTMENT:** MITCHELL MULTIMEDIA CENTER

**DIVISION:** PUBLIC SERVICES

**REPORTS TO:** HEAD, MITCHELL MULTIMEDIA CENTER; MANAGER, LEARNING TECHNOLOGIES GROUP (NORTHWESTERN UNIVERSITY'S ACADEMIC TECHNOLOGIES DIVISION)

**SUMMARY:** Northwestern University has been a member of the New Media Center program since 1996. The program is a consortium of both academic and corporate members designed to study and promote the use of multimedia in higher education. The New Media Center at Northwestern is a collaborative effort between the Northwestern University Library and the Academic Technologies division. While the designation of New Media Center extends to the entire Northwestern University campus, its physical center is in the Marjorie I. Mitchell Multimedia Center Multimedia Development Lab. The Multimedia Development Lab is a learning resource for faculty, staff, and students working both independently and collaboratively with advanced technologies. Allied delivery facilities within the Library include access to two electronic classrooms, an open computer lab, and more than 8,000 video titles in the Multimedia Center's collection.

The Director of the New Media Center Program at Northwestern University works with faculty, staff, and students to establish innovative models of new media technologies in higher education. This is done by creating, acquiring, and exploiting such core competencies as web-based instruction and multimedia design. The Director of the New Media Center Program works to establish a strong focal point to bring clear strategic direction to multimedia development and its integration into the University's teaching and research missions.

**RESPONSIBILITIES:**

- Brings New Media Center projects currently underway to successful completion.
- Participates in planning and design teams to conceptualize and execute new media technology projects, bringing to the team expertise in relevant current and emerging technologies as well as knowledge about similar projects that might be underway in academia.



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- Consults with faculty, staff, and students to facilitate the creation of their own new media.
- Assists faculty and students users in the Learning Technologies Center of Vogelback and the Multimedia Development Lab of the University Library in using a variety of software packages.
- Works with Learning Technologies Group staff to coordinate and deliver training and support services, particularly hands-on workshops, that focus on the primary tools and techniques employed in teaching with multimedia.
- Helps coordinate the activities of a diverse group of Northwestern University faculty, staff and students working on New Media projects.
- Assists in grant writing to seek funding for new media projects. Maintains awareness of potential funding sources in several disciplinary or technological-related areas.
- Represents the University at New Media Center conferences and programs, particularly at the national level, and actively collaborates with other New Media Centers institutions.
- Serves as a new media "champion" at Northwestern University in order to expand the vital role of innovative technologies.
- As a member of the Learning Technologies Group, participates in Academic Technologies staff meetings, and as a member of the Mitchell Multimedia Center, participates in the affairs of the University Library.

**QUALIFICATIONS:**

Masters degree from an accredited program in library science, information technology, or relevant areas in communications or education strongly preferred.

Leadership and management skills with demonstrated ability to bring innovative and complex projects to completion.

Previous experience with a range of multimedia projects and sustained activities involving the integration of text, graphics, and digital video and audio to address issues and difficulties in teaching, learning, or research.

Knowledge of the Macintosh and Windows operating systems and with a wide range of allied hardware including scanners, CD-ROM duplicators, digital video cards, and editing equipment.

Knowledge of the use of a wide range of digital multimedia applications.

Knowledge of Web authoring and development of Web resources for teaching and learning.

Ability to maintain effective working relationships with all levels of the University community and with outside vendors and corporate partners.

Excellent written and verbal skills.

**SALARY:**

**TO APPLY:**

Northwestern University Library
1935 Sheridan Road
Evanston, Illinois 60208-2300

**PROFESSIONAL LIBRARIAN POSITION**

**POSITION:** Head of the General Information Center (GIC) and Core/Reserve Services

**REPORTS TO:** Assistant University Librarian for Public Services

**SUMMARY:** The Northwestern University Library is seeking a dynamic and innovative leader committed to excellence as the Head of the General Information Center and Core/Reserve Services. The GIC is the starting point for users of the library's print and electronic collections. It consists of an Information Desk staffed all hours the library is open and 20 electronic workstations providing access to an array of catalogs, research databases and a gateway to the World Wide Web. Core/Reserve Services consists of the Core Library, an undergraduate non-circulating collection of 50,000 titles, and the library's course reserve operations, including both paper and electronic materials .

The Head of the GIC will be a key member of the Public Services Division management team and will participate in the Library Management Council, a policy-making forum for department heads and senior management.

**RESPONSIBILITIES:**

Responsible for the provision of quality and innovative services to library users.
The Department Head supervises 40 part-time library staff in the GIC and 4.5 full time staff in Core/Reserve, including 1 librarian.

Coordinates the training and scheduling of the GIC staff, insuring a high level of expertise and service. Monitors the effectiveness of the GIC operations, conducting user studies and recommending changes and/or enhancements in service.

Oversees the operations of Core/Reserve, serving as a resource on electronic reserve issues and participating with other library units having electronic reserve operations. Represents Northwestern University Library in national discussions concerning electronic reserve and copyright issues.

Establishes goals, objectives, policies, priorities and performance standards for the Department. Recommends resources required for the Department and allocates financial, staff and space resources in consultation with library administration. Makes decisions based on cost

effectiveness, efficiency and user friendliness. Represents the University Library at local, regional and national levels.

**QUALIFICATIONS:** Northwestern University is seeking a flexible and creative problem solver with a strong personal commitment to responsive and innovative public service. Master's degree from an ALA-accredited program required. Minimum of three to five years of professional experience, preferably in an academic/research library required. Excellent interpersonal and communications skills required, and potential to build teams and lead staff successfully through major change. Demonstrated ability to understand, evaluate and introduce innovative technology. Supervisory experience required.

## PROFESSIONAL LIBRARIAN VACANCY

**POSITION:** Multimedia Services Librarian
**DIVISION:** Public Services
**DEPARTMENT:** Mitchell Multimedia Center
**REPORTS TO** Head, Mitchell Multimedia Center

**SUMMARY:** The Multimedia Services Librarian supports the activities and operations of the Multimedia Development Lab within the Mitchell Multimedia Center, the Electronic Reserve System and Web development within the Library. Functions include server management and maintenance; supervision of part-time student assistants; training students, faculty and staff in the use of the Lab's software and hardware; collaboration on New Media Center initiatives, including the development of collections of digital materials; staff training for the design, development , and implementation of Library departmental Web sites; participation in the continuing development of the electronic reserve system.

**RESPONSIBILITIES:**

Supervises nine Multimedia Development Lab part-time student assistants, including hiring, training, scheduling, and evaluating.

Assists students, faculty, and staff working on a wide variety of multimedia projects, ranging from the simple to the very complex.

Provides technical support for the Electronic Reserve System. Assists in integration of new technologies and new approaches to the delivery of reserve services.

Carries out a leadership role in Library-wide training for Web authoring, the implementation of departmental Web sites, the creation and management of Web content, and the development of Web policies, procedures, and services.

Participates in projects to design and create digital collections, including digital video reserve collections.

Collaborates with the head of the New Media Center project at Northwestern University on various emerging technology projects and initiatives.

Performs other related duties as assigned.

**QUALIFICATIONS:**

**Required:** Masters degree from an ALA accredited program in library science. High degree of familiarity with the Macintosh and Windows operating systems. Advanced working knowledge of Web-based technologies, the use of the Internet in higher education, and awareness of current trends and developments in the use of the Web to deliver information and services. Demonstrated

knowledge of HTML and related standards. Must have excellent written and oral communication skills, the ability to work well with faculty, students, and colleagues, and a proven high degree of initiative.
**Preferred:** Some experience in a public service area of an academic/research library. UNIX computing experience. Basic knowledge of current scanning technology. Experience with computer applications related to graphic design, Web site creation, and Web maintenance.

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

University Libraries Administration • Archibald S. Alexander Library
Rutgers, The State University of New Jersey
169 College Avenue • New Brunswick • New Jersey 08901-1163
732/932-7505 • FAX: 732/932-7637

## ACADEMIC POSITION PROFILE

June 1, 1998 APP. 125

TITLE: Information Technology Specialist/Librarian
New Brunswick Libraries

RESPONSIBILITIES: Reports to the Director of the New Brunswick Libraries and works closely in a team environment with other New Brunswick librarians in utilizing technology in the development of innovative projects and services for students and faculty. Serves as a resource person for the Scholarly Communication Center (SCC) and provides leadership and training in the utilization of electronic tools such as authorware and computer-based instruction, HTML tools, and expert systems, as well as various digital library initiatives. Investigates and integrates the use of advanced tools and emerging technologies for library programs.

Works with the SCC, Media Services, and other technology librarians to collaborate with the university's Teaching Excellence Center, Computing Services, Office of Television and Radio, and Department of Continuous Education and Distance Learning. Prepares grant proposals for projects utilizing the SCC facilities for library services. May participate in other NB Libraries activities as appropriate. Research, publication, and involvement in professional associations are expected.

QUALIFICATIONS: An ALA accredited MLS degree with an emphasis on information/computer technology or equivalent experience is required. An advanced degree such as a Master Degree in Educational Technology or Information Technology is desirable. Knowledge and experience in information technologies relevant to an academic environment, including authorware and other software applications, Windows NT, CD-ROM technologies, and Internet protocols. Knowledge of UNIX, HTML, server development and the creation of front end interfaces desirable. Must possess excellent communication skills, both written and oral, and the ability to work effectively in a multicultural academic environment.

SALARY: Dependent upon experience and qualifications with a minimum of $40,944 for a Librarian III tenure track appointment.

STATUS/BENEFITS: Faculty status, calendar year appointment, retirement plans, life/health insurance, prescription drug, dental and eyeglass plans, tuition remission, one month vacation.

LIBRARY PROFILE: Rutgers, the State University of New Jersey, has three major campuses located in Camden, Newark, and New Brunswick. The New Brunswick Libraries comprise four major libraries as well as numerous branch libraries supporting instruction and research in the arts and humanities, social sciences and business, and science and technology. This position is based at the Scholarly Communications Center (http://scc01.rutgers.edu/SCCHOME/), a state of the art facility that includes an Information Handling lab, a lecture hall equipped for satellite transmission and teleconferencing, a Humanities and Social Science Data Center, and the Center for Electronic texts in the Humanities (CETH). Library automation systems include SIRSI, OVID, RLIN, and OCLC. Rutgers, the State University of New Jersey, is a member of the Research Libraries Group, the American Association of Universities and has recently been designated as a New Media Center.

TO APPLY: **RESUMES RECEIVED NO LATER THAN July 31, 1998 WILL RECEIVE FIRST CONSIDERATION. SUBMIT RESUME, COVER LETTER, AND NAMES OF THREE REFEREES TO:**

Sandra Troy (APP.125)
Libraries Personnel Officer
Rutgers University Libraries
169 College Avenue
New Brunswick, NJ 08901-1163
e-mail: stroy@rci.rutgers.edu

**Rutgers, the State University of New Jersey, is committed to affirmative action and equal opportunity.**

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THE UNIVERSITY OF TENNESSEE
KNOXVILLE

*UNIVERSITY LIBRARIES*

**Library Support Services**
John C. Hodges Library, 1015 Volunteer Blvd.
Knoxville, Tennessee, U.S.A. 37996-1000
(423) 974-4424
FAX (423) 974-4696

ANNOUNCEMENT OF PROFESSIONAL VACANCY

October 1, 1996

| | |
|---|---|
| Position: | Electronic Resources/Reference Librarian |
| Appointment rank: | Assistant or Associate Professor |
| Salary: | $27,000 minimum |
| Available: | February, 1997 |

RESPONSIBILITIES: The University of Tennessee, Knoxville Libraries offers an energetic, service-oriented individual the opportunity to take a leadership role in the assessment and delivery of electronic resources and services for the clientele of a busy reference department in a campus main library. Candidate needs to be team oriented, flexible, and able to work both independently and collaboratively in a fast changing environment.

Responsibilities will include managing networked and stand-alone public workstations in the reference room; assisting reference subject specialists in the design and provision of instruction and outreach services that support the use of electronic resources and instructional software; training and consulting on new technologies for reference team colleagues; and collaborating with Systems and Network Services teams in a problem-solving and developmental capacity, as it affects the delivery of electronic services both in-building and remotely.

This individual will also share responsibility for Reference desk services, including rotation of evening and weekend hours.

The Reference Services team provides user assistance and instruction for all subject areas in a technologically intensive environment. The team is staffed by a team leader, 17 reference librarians, and 8 support staff. The reference service area in Hodges Library houses over 40 workstations providing access to the on-line catalog, over 60 CD-ROM databases, and the Internet via Netscape browser,

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as well as a print collection of 30,000 volumes. Reference assistance is also provided by telephone and electronic mail. Instructional services are delivered through computer-assisted, classroom, and one-on-one instruction. A separate service point for Documents/Microforms provides assistance to users of a depository collection and research microforms sets.

QUALIFICATIONS: ALA-accredited MLS; demonstrated knowledge of electronic resources and their networked delivery; experience or training in planning and implementing technology in support of reference and instructional services; strong public service orientation and familiarity with traditional and emerging reference and information resources; excellent oral and written communication skills.

Preferred: Experience providing reference and instructional services in an academic or research library; knowledge of multiple platforms including UNIX, Windows, and Macintosh.

BENEFITS: Librarians at The University of Tennessee, Knoxville have faculty rank and status and are appointed for twelve months. This is a tenure track appointment. Library faculty must meet University requirements for promotion and tenure. Annual leave is accrued at the rate of two days per month and sick leave at the rate of one day per month. Faculty have their choice of a state retirement plan or TIAA/CREF. Non-refundable contributions to either retirement plan are paid for the employee by the University. Group health and life insurance plans are available. Tuition remission is available for all university employees; partial undergraduate tuition remission is available to dependent children and spouses of UT employees.

ENVIRONMENT: The University of Tennessee, Knoxville, a Carnegie Research Level One institution, enrolls approximately 26,000 students from every state in the United States and approximately 100 other countries. As Tennessee's comprehensive campus, UTK offers more doctoral programs than any other institution in the state, and its faculty attract nearly $80 million annually for sponsored research programs. UTK is one of 27 higher education institutions holding the distinction of being both a land grant institution and state university.

The UTK Libraries, with an annual budget of almost $10 million, holds 2 million volumes and receives approximately 14,000 current serials. The Libraries system includes the John C. Hodges Library and four branches on the Knoxville campus: Agriculture Veterinary Medicine Library, Archives and Special Collections, Cartographic Information Center, and Music. A fifth branch, the Social Work Library,

is located in Nashville. Over three hundred and fifty persons are employed, including 50 librarians, 5 exempt, 131 nonexempt, and 169 students. UTK Libraries is a member of SOLINET, the Association of Research Libraries, the Center for Research Libraries, and the Research Libraries Group. The UTK Libraries will install an integrated, client-server system in 1997. UTK Libraries has been a leader in developing World Wide Web based information services and access to a growing number of electronic information resources.

APPLICATION PROCEDURE: Send letter of application, a current resume, and the names, addresses, telephone numbers, and e-mail addresses of three recent references to: Jill Keally, Library Support Services, 1015 Volunteer Blvd., Knoxville, TN 37996-1000, fax 423/974-4696.

Review of applications will begin December 1, 1996, and will continue until the position is filled.

The University of Tennessee, Knoxville, does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex or disability in the education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Diversity Resources & Educational Services (DRES), 1818 Lake Avenue, Knoxville, TN 37996-3560, telephone (423) 974-2498 (TTY available). Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Human Resources Management, 600 Henley Street, Knoxville, TN 37996-4125.

# UNIVERSITY OF WASHINGTON

OFFICE OF THE DIRECTOR
*University Libraries*

## NOTICE OF VACANCY
February 4, 1999

**TITLE:** **Associate Director, Education and Consultation Services**

**GENERAL DESCRIPTION:**

The Health Sciences Libraries (HSL) at the University of Washington is seeking a dynamic and creative leader to serve as Associate Director for Education and Consultation Services (ECS). The position offers a unique opportunity to shape the education and consultation programs in a library recognized as a leader in health informatics. The HSL is a major partner in the IAIMS Program and an extended suite of innovative clinical, education and research initiatives with the six health sciences schools, Medical Center Information Systems and the University Libraries to integrate knowledge at the point of need for faculty, staff and students in a multi-state regional education environment.

The Associate Director for ECS provides the framework within the context of health sciences schools for integration of knowledge management in the curriculum and other educational programs; is responsible for a comprehensive set of awareness and instructional programs focusing on the rich set of digital and print library resources; leads an active group of librarians who serve as departmental or schools liaisons to faculty and students; and provides innovative and evaluative leadership in the provision of consultation services and administration of instructional facilities and services including a 120-seat learning commons with four classrooms. As a member of the senior management team, the successful candidate will participate in long-range planning and development of educational support services in the health sciences center, the University Libraries and campus programs. Innovative health sciences programs include a new interdisciplinary curriculum initiative and a six-month rural primary care clerkship. The Associate Director for ECS will be involved in startup and technologies related to such new educational initiatives. This position reports to the Deputy Director.

**ENVIRONMENT:**

The HSL serves the Schools of Medicine, Public Health and Community Medicine, Nursing, Pharmacy, Dentistry, and Social Work. It is the library for the UW Medical Center, Harborview Medical Center and the UW Physicians Network clinics. The primary user population is almost 10,000. The School of Medicine's regional education program includes sites throughout Washington, Wyoming, Alaska, Montana and Idaho. The Health Sciences Center is just completing a five-year IAIMS implementation process with significant library collaboration. The HSL also

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serves, under contract with the National Library of Medicine, as the regional library for the Pacific Northwest, National Network of Libraries of Medicine. HSL is composed of the Health Sciences Library and Information Center, the Social Work Library and the K.K. Sherwood Library at Harborview Medical Center. It is a part of the University Libraries. Additional information about the HSL can be found at *http://healthlinks.washington.edu/hsl/*

**QUALIFICATIONS:**

1. Graduate degree from a program accredited by the American Library Association or equivalent graduate library science/information studies degree required.

2. At least five years of significant education services experience with at least two years in a leadership position required.

3. Experience in the provision of informational technology in the digital library for health and bioscience or an advanced degree or experience in adult education, instructional design or educational technology is preferred.

4. Leadership accomplishments in redefining programs, implementing new services, setting strategic directions, and fostering partnerships is required.

5. Ability to lead a diverse staff in a rapidly changing, technology-intense environment; to work effectively and collaboratively in a complex organization; and to engender a flexible and supportive work environment are required.

6. Ability to make decisions with data and experience in evaluation of information diffusion is preferred.

7. Must be knowledgeable about current trends in information technology, teaching and learning in libraries, and integration of knowledge resources at the point of use in health sciences education.

8. Must have a demonstrated record of successful professional service and the ability to represent the library on campus, regionally and nationally.

**SALARY:** $50,000 minimum. Starting salary commensurate with qualifications and experience.

**BENEFITS:** Librarians are academic personnel and participate in the University of Washington Retirement Plan (TIAA-CREF, The Vanguard Group, SAFECO Mutual Funds and/or Fidelity Investments) on a matching basis. Vacation is accrued at the rate of 24 working days per year; sick leave at the rate of 12 working days per year. Excellent medical, dental and life insurance plans. No state or local income tax.

University of Washington
Office of the Director
POSITION DESCRIPTION
May 1998

NAME

POSITION TITLE Science Libraries Computer Resources Coordinator

LOCATION Engineering Library

GENERAL DESCRIPTION

Serves as Science Libraries Computer Resources Coordinator, under the general direction of the Head, Science Libraries; serves as liaison with Library Systems and other computer resources staff; plans and supports electronic access, computer equipment, and software; provides reference services, research consultation services, and user education with emphasis on electronic information resources. Based in the Engineering Library.

SPECIFIC RESPONSIBILITIES

Coordinates computing support for Science Libraries units, with focus on public access computing. Serves as liaison to Library Systems and works closely with other library staff involved in computing resource support.

Recommends selection and coordinates maintenance of Engineering Library hardware and software, with emphasis on self-service reference equipment, peripherals, and software. Provides computing support for Engineering Library staff.

Provides Engineering reference services, research consultation services and user education, utilizing a wide range of electronic and print sources. Participates in planning and implementation of other services and programs, including user education and instructional services.

Works collaboratively with other Science Libraries staff to develop programs for electronic information delivery. Coordinates computerized reference resources support with other information services.

Contributes to the development of University Libraries policies, programs, and services, and contributes to the achievement of University Libraries objectives. Participates in University Libraries committees, task forces, teams, and program planning as appropriate.

Assumes other responsibilities as assigned; performs other duties as requested.

# YORK UNIVERSITY LIBRARIES

## POSITION DESCRIPTION

**NAME**:

**DEPARTMENT**: Business and Government Publications Library

**SUMMARY**: Under the direction of the Associate University Librarian develops resources and provides reference services for a variety of locally maintained and networked data sources.

**RESPONSIBILITIES**:

Assists users with data information needs by clarifying requirements and advising on the most effective method of finding useable data.

Provides assistance on how to access data and data resources on the Internet or in hard copy.

Retrieves subsets of data in a variety of formats and assists with online generation of simple "summary" statistics such as frequencies, cross-tabs and means.

Prepares finding aids and guides. Participates in the planning and development of front end applications including web interfaces for electronic data resources.

Establishes and maintains productive relationships at York with library colleagues, ISR, SCS, CCS and externally with Toronto consortium and other CAPDU members. Makes effective referrals as required.

Maintains an in-depth knowledge of publically available social sciences data sources relevant to the York curriculum and a good working knowledge of other data sources in all disciplines and of supporting documentation.

Plans and conducts orientation/instruction classes and workshops on data resources for teaching purposes by evaluating instruction needs of students and faculty and preparing necessary instructional support materials. Assists faculty members to integrate data resources in course assignments.

Participates in the development and implementation of library policies, services and standards and in the interpretation of policies, services, and standards to library staff and to library users.

Plans, builds, and maintains data library resources centre to support York's curricular needs. Principal activities include identification of appropriate resources; determination of whether to access or acquire data, work with appropriate library staff on the acquisition of data and negotiation of licensing agreements; determination of how and where resources acquired locally will be made available; oversees migration of archived files as necessary; maintenance of inventory and other appropriate access tools; allocation of resources budget; design and implementation of use and user studies.

Position Descriptions Posted Since January 1, 1996

# Technical Services

## POSITION DESCRIPTION

**DEPARTMENT:** Original Cataloging and Special Languages

**TITLE:** Catalog Librarian, Electronic Resources Cataloger

**GENERAL SUMMARY:**

This librarian participates in the creation of a bibliographic database (catalog) that is accurate, controlled, complete, and provides for ready access to and management of the cataloged collections of the ASU Libraries, supervises library specialists in original and copy-assisted cataloging and related activities, participates in governance and general management of Original Cataloging and Special Languages, assists in the development and management of systems, policies and procedures for the work of the Department, maintains a high-level working knowledge of national and international cataloging standards and practices; contributes to NACO and SACO programs according to established guidelines.

This position reports to the Head of Original Cataloging and Special Languages.

**ESSENTIAL FUNCTIONS**

1. Within the framework of library priorities, provides original and complex copy cataloging for electronic resources in designated subjects, including description, subject analysis, and classification; creates catalog records for input according to OCLC/MARC format and ASU standards; creates authority records for contribution to the Anglo-American Authority File according to Program for Cooperative Cataloging and ASU standards; upgrades existing records as necessary.
   - Materials cataloged include electronic resources in both physical (e g. CD-ROM) and remote-access (e g. Internet resources) formats.
   - In addition to electronic resources, the incumbent will catalog materials in at least one other print or non-print format, such as serials or videorecordings.
   - Items may be in any Roman alphabet language.

2. Manages the electronic resources cataloging program.
   - Serves as department resource person in matters relating to electronic resource cataloging.
   - Analyzes and resolves problems relating to electronic resource cataloging.
   - Provides training and support to other ASU catalogers in this area.
   - Works closely with personnel from Original Cataloging and other library and university departments to develop and coordinate strategies for access to electronic library information and to investigate approaches to description, subject analysis, and classification in the electronic environment.

3. Evaluates and reports on a variety of metadata schemes for electronic information resources and helps to coordinate their integration with traditional cataloging methods; creates metadata as needed.

4. Hires, trains, supervises, and evaluates a Library Specialist or Library Specialist Senior.

5. Contributes to the governance and general management of Original Cataloging individually and as a member of Catalog Council:
   - Shares in the creation, development, and implementation of policies and procedures controlling the intellectual content and integrity of the ASU Libraries catalog.
   - Helps set departmental goals and priorities within the framework of the University Libraries' goals and priorities.
   - Assists in the creation, development, and maintenance of tools and resources used by the department including manuals, files, classification schedules, etc.

6. Maintains a solid knowledge base in cataloging and librarianship:
   - Maintains a high-level working knowledge of national and international literature for cataloging and classification theory and practice.
   - Keeps informed of revisions in the cataloging rules and standards.
   - Keeps informed on trends in cataloging and classification, and recent technological advances affecting cataloging and technical services.

7. Assumes non-essential related responsibilities as assigned; performs non-essential related tasks as needed.

**QUALIFICATIONS:**

**Required:**
- A.L.A. accredited MLS,
- Knowledge of AACR2r, LCSH, LC classification system and MARC format;
- Familiarity with developing bibliographic control standards for electronic resources,
- Broad academic background;
- Demonstrated interpersonal and communication skills.

**Preferred:**
- Original cataloging experience in a research library,
- Cataloging experience with electronic information resources;
- Cataloging experience with serials,
- Experience with OCLC or similar bibliographic utility and its practice,
- Reading knowledge of one or more languages other than English;
- Ability to exercise initiative in a changing environment;
- Supervisory and training experience

September 3, 1998

IOWA STATE UNIVERSITY

# Notice of Vacancy
## Electronic Resources Coordinator

Iowa State University seeks applications and nominations for the position of Electronic Resources Coordinator.

**Rank:** Assistant Professor

**Appointment Conditions:** Full-time, 12-month faculty position. Faculty are expected to meet promotion and tenure requirements.

**Responsibilities:** Works collaboratively with the Acquisitions Department Head and Collections Officer as well as the Electronic Resources Cataloging Coordinator, bibliographers, and staff in the Information Technology Division to develop goals and strategies to acquire and manage electronic resources. Manages and coordinates the ordering and renewal of electronic resources. Coordinates the analysis of technical specifications, contract criteria and business arrangements. In consultation with the Collections Officer, maintains license agreements and files and assures ready and current access. Collaborates with Cataloging Coordinator to assure public access and record maintenance. Arranges testing of electronic resources and communicates effectively with appropriate staff. Maintains currency in emerging issues in the acquisition of electronic resources and works with library groups considering issues related to electronic resources. Fosters and supports a collaborative approach to problem solving and decision making, with emphases on facilitating and providing resources.

Reports to the Head, Acquisitions Department.

**Qualifications:**
**Required:** ALA-accredited MLS degree. Experience in acquisitions, collection development or the book or publishing industry and in using Internet accessed resources. Ability to function in a collaborative, service-oriented environment and flexibility in adapting to change. Effective communication skills and ability to meet promotion and tenure standards.

**Preferred:** Experience with cataloging. Knowledge of library trends in electronic resources and issues involved with providing bibliographic access. Knowledge of issues involved in providing access to electronic resources.

**Salary:** $30,000 minimum, depending upon qualifications

**Benefits:** TIAA/CREF, excellent group medical, dental and life insurance, 24 working days vacation and 18 days sick leave per fiscal year.

**The Library and Iowa State:** Iowa State University fosters an environment that promotes the value of diversity and offers a positive opportunity for contribution and growth. Situated on a beautiful campus, the Library actively serves over 25,000 students and supports nationally recognized collections of 2.0 million volumes, 2.3 million microforms and 21,400 current serials. An automated Library system (NOTIS) is in operation, with a planned migration to the HORIZON client/server system in 1998. Library staff totals 174, including 50 professional positions with faculty status. The Library is a member of the Coalition for Networked Information, ARL, CRL, BCR, and OCLC. Ames is a community of approximately 50,000 located 35 miles from Des Moines, the state capital. The city supports quality schools and outstanding cultural attractions and was recently recognized as one of the top ten areas of its size in the country.

**Application Deadline:** Review of applications will begin October 1, 1998 and will continue until an adequate pool is developed.

**To Apply:** Submit letter of application, resume, and the names, addresses and telephone numbers of three references to: Chair, Electronic Resources Coordinator Search Committee, Iowa State University, 302 Parks Library, Ames, Ia 50011-2140.

Iowa State University is an Equal Opportunity/Affirmative Action Employer.

## ANNOUNCEMENT OF PROFESSIONAL VACANCY

**POSITION:** Web Access Librarian, Catalog Department

**AVAILABLE:** February 2, 1998

### DESCRIPTION

The University of North Carolina at Chapel Hill Library seeks an energetic and creative librarian with a strong interest in both technical and public services for the position of Web Access Librarian in the Catalog Department. Responsibilities of this position include the assessment of the content and organization of existing and potential electronic resources and services that the library offers to staff and users; the enhancement of access to and bibliographic control of such material; liaison with the Systems Department, the Reference Department, and other library units to determine, coordinate, and prioritize access to these resources and services; cataloging of such resources, particularly electronic serials, when appropriate; creation with others of access tools such as indexes, literature guides, and groupings of resources for individual disciplines on the Library Web Pages. Duties will also include public services work in the library's electronic information services and Information Commons. This librarian is one representative of the Catalog Department in library-wide electronic initiatives; keeps up to date with changes in national standards for management and bibliographic control of electronic journals, digital documents, and other electronic resources; and helps to develop the Library's standards and policies on appropriate access to these resources. The successful candidate must have an excellent grasp of user needs; work effectively in a networked, highly automated environment; adapt easily to rapid change; and interact well with others. Reports to Head, Serials Cataloging Section.

### QUALIFICATIONS

***Required:*** ALA-accredited MLS; strong familiarity with library electronic information resources; knowledge of HTML; experience in the creation of Web-based information for library staff or users; knowledge of the Windows operating system and of network-based library software; some advanced cataloging experience through an internship, field experience, or paraprofessional or professional employment including use of AACR2R and OCLC or other bibliographic utility; broad subject background; excellent communications skills both oral and written; demonstrated ability to work well with others.

***Preferred:*** Reference experience; experience with HTML- or Java-mediated access to databases; knowledge of SGML; experience of or interest in serials or serials cataloging; knowledge of developing metadata standards for Web resources; knowledge of the DRA online system.

### THE UNIVERSITY AND THE LIBRARIES

The University of North Carolina at Chapel Hill is the country's oldest state university. UNC-CH has an enrollment of approximately 24,000 students, employs more than 2,200 faculty, offers the Ph.D. in 63 fields; and the Library collections include over 4.8 million volumes and 4.2 million microforms. The Library is a member of the Association of Research Libraries, the Center for Research Libraries, the Triangle Research Libraries Network (TRLN) and SOLINET.



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The Triangle region is one of the most desirable places to live and work in North America and offers its residents a wide array of recreational, cultural, and intellectual activities. The mountains and the seashore are less than half a day's drive from Chapel Hill.

For more information on the University of North Carolina at Chapel Hill and our Libraries, check the website at <http://www.unc.edu/>. For a review of community news and activities in the Triangle area, search <http://www.Citysearch11.com/The_Triangle/>.

The University of North Carolina is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff.

## SALARY AND BENEFITS

This is a twelve-month academic librarian appointment with a minimum salary of $29,000. Standard State benefits of annual and sick leave, insurance coverage, and State, TIAA CREF, or other optional retirement plan.

## DEADLINE FOR APPLICATION

Review of applications will begin on January 19, 1998. Applications will be accepted until the position is filled.

## TO APPLY

Send a letter of application, a resume, and the names, addresses and phone numbers of three references to:

Catalog Dept. Web Access Librarian Search Committee
c/o Mari E. Marsh, Personnel Librarian
The University of North Carolina at Chapel Hill
CB #3900, 206 Davis Library
Chapel Hill, NC 27514-8890.

## PROFESSIONAL LIBRARIAN POSITION

**POSITION:** Electronic resources / monographic cataloger

**DEPARTMENT:** Catalog

**DIVISION:** Technical Services

**REPORTS TO:** Assistant Head, Catalog Department

**SUMMARY**: Performs original and complex copy cataloging and classification of monographs (with emphasis on electronic and media formats) using Northwestern's NOTIS automated system, Dewey Decimal Classification, Library of Congress Subject Headings, and the Anglo-American Cataloguing Rules, 2nd edition revised. Plays a leadership role in the processing of electronic publications.

**RESPONSIBILITIES:**

- Using NOTIS and OCLC, performs original or complex copy cataloging of monographs:
  - Works handled emphasize the emerging electronic formats, computer files, video recordings, Internet resources; includes some book cataloging.
  - Most works are handled without benefit of any matching or variant copy.
  - Items may be in any Roman alphabet language.
  - Works may be on any subject.
  - Authority work is performed at the local or national level, as appropriate.
- Plays a leadership role in the processing of electronic publications.
  - Analyzes and makes recommendations on the types of cataloging required for effective access to electronic publications. Participates in the development of standards, policies and procedures needed for bibliographic access to electronic resources.
  - Plays a leadership role in the integration of new technologies with the Library's print-based collections.
  - Participates in national discussions relating to providing access to electronic resources.
  - Tracks developments and advises staff on cataloging standards of electronic formats.

  - Coordinates the cataloging of electronic publications with appropriate faculty, staff and Library committees. May serve on Library committees dealing with access to electronic resources.
  - Teaches other departmental staff to process electronic publications

- Participates in national cooperative cataloging programs such as NACO (for authority record creation), BIBCO (for bibliographic record creation) and OCLC Enhance.

- Keeps abreast of current cataloging issues and trends.

- May serve on a public service desk several hours a week.

- Performs related duties as assigned.

**QUALIFICATIONS:** Northwestern is seeking a flexible and creative problem-solver with a strong personal commitment to responsive and innovative service. **Required:** Master's degree from an ALA-accredited library school. Academic knowledge sufficient to perform subject analysis in relevant modern European foreign languages. Broad educational background. Demonstrated interest in the issues and standards related to the processing of electronic publications. Solid facility with personal computers, database searching, and network navigation tools. Ability to communicate effectively both orally and in writing. Ability to flourish in a changing work environment. Knowledge of MARC formats and national cataloging standards. **Preferred:** two years professional cataloging experience using an automated system in an academic library (including significant experience cataloging electronic resources).

**ENVIRONMENT:**

Northwestern University is a major private university which offers an extensive library system to support its program of study, research and teaching. This includes the Northwestern University Library, three branch libraries on the Evanston Campus, and four libraries on the Chicago Campus. Northwestern University Library is a member of the Association of Research Libraries and participates in programs of the Committee on Institutional Cooperation. Catalogers participate in the NACO, BIBCO and OCLC Enhance programs. The holdings of the libraries total over 3.6 million volumes. The Catalog Department is one of the three units in the Technical Services Division. Technical services staff work in a highly automated environment, using OCLC, NOTIS, a locally-developed cataloger's toolbox, and other online resources.

Position Descriptions Posted Since January 1, 1996

# Technology and Networked Environment

## Systems

**HOMEWOOD HUMAN RESOURCES DIVISIONAL OFFICE**
**JOHNS HOPKINS UNIVERSITY**
**3400 N CHARLES STREET, 119 GARLAND HALL**
**BALTIMORE, MD 21218**

## NOTICE OF EMPLOYMENT OPENING

**THE JOHNS HOPKINS UNIVERSITY IS CURRENTLY RECRUITING FOR THE POSITION DESCRIBED BELOW. QUALIFIED APPLICANTS (INCLUDING CURRENT HOPKINS STAFF) MUST SUBMIT A COMPLETED APPLICATION AND/OR RESUME AND COVER LETTER INDICATING REQUISITON NUMBER JOB AND JOB TITLE TO THE CONTACT IDENTIFIED IN THE TEXT FOR THAT POSITION AT THE ADDRESS OF THE ADVERTISING DIVISIONAL OFFICE. APPLICATIONS RECEIVED AFTER THE CLOSING DATE (IF ONE IS LISTED) MAY NOT BE CONSIDERED. CURRENTLY RESUMES AND/OR APPLICATIONS RECEIVED BY ELECTRONIC MAIL WILL NOT BE CONSIDERED.**

| REQUISTION # | JOB TITLE | GRADE | STATUS | WORK WEEK | HOURS | DIVISION | DEPARTMENT |
|---|---|---|---|---|---|---|---|
| S97-6215 | UNIX SYSTEMS ADMINISTRATOR | 42 | FULL-TIME | 37.5 | 8:30-5:00 | ACADEMIC CNTRS & SUPPORT SERVICES | MSE LIBRARY - SYSTEMS OFFICE |

| WORK LOCATION | RECRUITING CAMPUS | CONTACT | | |
|---|---|---|---|---|
| HOMEWOOD | HOMEWOOD | Homewood Human Resources at (410) 516-8048 | DATE POSTED ~~April 7, 1997~~ | CLOSING DATE ~~April 18, 1997~~ |

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**GENERAL DESCRIPTION** Position will provide advanced technical integration and systems support in the library's multi-platform Unix client/server environment. The position has primary responsibility for the installation, maintenance and security of operating system sofware, managing system backups, disk allocation, development of proxy services and systems performance monitoring. Serves as primary contact for software and hardware vendors and vendor's technical support staff.

**QUALIFICATIONS** Bachelor's degree or equivalent experience, including four years experience in information systems, with a minimum of two years systems programming experience required. Full knowledge of data processing, hardware and software capabilities. Detailed knowledge of operating systems performance and tuning, knowledge of UNIX operating system internals and ability to program in C, Perl and shell scripts. Position must interact closely with other library Systems Staff; have good oral and written communications skills; and be able to work independently as well as part of a team.

**PREFERRED QUALIFICATIONS** Ability to program in C++ and TCL/Expect, scripts desirable.

**APPROXIMATE STARTING SALARY**



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## SYSTEMS AND AUTOMATION LIBRARIAN

RESPONSIBILITIES: The Systems and Automation Librarian is responsible for the management of the Integrated Library System (NOTIS) running at the Computing Centre, the Ovid Technologies-UNIX based PERUSE system for multiple database access, and the development of the Library LANs. The Systems and Automation Librarian has direct responsibility for the staff of the Systems Office (2 librarians, 1 systems programmer, 2 technicians and 1 NOTIS support assistant). Working with the Director, the Systems and Automation Librarian will be able to prepare successful grant applications, private-funding proposals and budgeting schemes to move the Libraries forward in information technology and electronic services.

QUALIFICATIONS: Graduate degree from an ALA accredited program; at least 10 years of experience in an academic setting, 5 of which have been in progressively responsible positions, including management of a systems unit; a solid knowledge of library systems and services issues, and significant achievement in other relevant areas. Strong undergraduate or graduate studies in computer science or electrical engineering is a definite asset. Fluency in English and French.

**INFORMATION RESOURCES PROGRAM OFFICER**
**TRIANGLE RESEARCH LIBRARIES NETWORK**
SEARCH EXTENDED

The Triangle Research Libraries Network (TRLN) invites applications and nominations for the position of Information Resources Program Officer. TRLN seeks a creative and energetic librarian to work with staff of member libraries to further cooperative collections development and resource sharing among its constituent institutions. The program officer will facilitate functioning of staff groups engaged in measurement and analysis of existing collections, in evaluation of their strengths and weaknesses, and in determination of collecting responsibilities. The position will create and support a TRLN collection development infrastructure and identify and draft needed policies to support resource sharing.

The program officer will lead collaborative efforts centering on identification, evaluation, acquisition, and use of teaching, learning, and research materials, and with the network's executive director, will negotiate licenses for access to electronic resources. Collection conservation, preservation, and storage and TRLN's innovative document delivery program will have major programmatic emphasis.

Building on a fifty year tradition of collaborative collections development, TRLN intends to take regional cooperation to a new level of effectiveness by maximizing and leveraging all of its organizational resources. TRLN is a consortium of Duke University, North Carolina Central University, North Carolina State University, and the University of North Carolina at Chapel Hill. Its ten member libraries encompass business, health science, and law collections in addition to major research resources in the humanities, sciences and engineering, and the social sciences. The libraries have combined holdings of more than eleven million volumes, employ over a thousand staff, and have budgets totaling in excess of sixty million dollars. TRLN's offices are located on the campus of UNC-Chapel Hill.

The Triangle region is rated among the most desirable areas in North America to live and work. Its location permits easy access to mountains and seashore and to urban centers such as Atlanta, Georgia and Washington, D.C.

QUALIFICATIONS: Completion of an American Library Association-accredited master's degree; strong interpersonal skills and the ability to communicate effectively both orally and in writing; experience in collections development and/or resource sharing. Candidates should be familiar with new information technologies and their application to collection development and resource sharing in research library settings. Skill in facilitating group discussion and problem-solving in a large organizational environment is desirable.

SALARY AND BENEFITS: Librarian appointment with standard University of North Carolina benefits of annual leave, sick leave, and state or TIAA/CREF retirement plan. Minimum salary: $35,000.

DEADLINE FOR APPLICATION: Consideration of candidates is ongoing. Review of applications will continue until the position is filled.

AVAILABLE: August 1, 1997

TO APPLY: Send a letter of application and resume to: TRLN Search Committee, Davis Library, CB #3900, Chapel Hill, NC 27514-8890

An equal opportunity, affirmative action employer

**INFORMATION TECHNOLOGY PROGRAM OFFICER**
**TRIANGLE RESEARCH LIBRARIES NETWORK**

The Triangle Research Libraries Network (TRLN) invites applications for the position of Information Technology Program Officer. TRLN seeks a creative and energetic librarian to work with staff of member libraries in developing and using technology to further resource sharing among its constituent institutions. The program officer will identify and implement advanced technologies to enhance management and development of electronic information systems within TRLN, including integrated library system services (DRA), Web-based information services, and consortium-wide projects to improve information services. Among the responsibilities of the position are identification and implementation of technological enhancements in consultation with systems staffs at the TRLN libraries; investigation of emerging information technologies and assessment of their potential for consortial and library use; planning and implementation of hardware and software upgrades; and staff development and training activities. The program officer will have major involvement in TRLN's innovative document delivery program.

Building on a fifty year tradition, TRLN intends to take regional cooperation to a new level of effectiveness by maximizing and leveraging print, electronic, and human resources at its constituent institutions. TRLN is a consortium of Duke University, North Carolina Central University, North Carolina State University, and the University of North Carolina at Chapel Hill. Its ten member libraries encompass business, health science, and law collections in addition to major research resources in the humanities, sciences and technology, and the social sciences. The libraries have combined holdings of more than eleven million volumes, employ over a thousand staff, and have budgets totaling in excess of fifty million dollars. TRLN's offices are located on the campus of UNC-Chapel Hill.

The Triangle region is rated among the most desirable areas in North America to live and work. It's location permits easy access to mountains and seashore and to urban centers such as Atlanta, Georgia and Washington, D.C.

**QUALIFICATIONS:** Completion of an American Library Association-accredited master's degree. Experience with integrated library system software. Demonstrated experience with software technologies used in Web creation and operation: HTML authoring; site management and assessment tools; gateway/interface toolkits for access to bibliographic and other data via database interface mechanisms. Thorough knowledge of evolving Web environment and Web-related standards issues. Demonstrated competence in programming with scripting or compiled languages. Desirable: Experience working with technical staff in interpreting programmatic or functional requirements; instructional experience, and skill in facilitating group discussion and problem-solving in a large organizational environment. Working knowledge of either OpenVMS or Unix operating systems, knowledge of DRA software.

**SALARY AND BENEFITS:** This is a 12 month librarian appointment with standard University of North Carolina at Chapel Hill benefits of annual leave, sick leave, and state or TIAA/CREF retirement plan. Minimum salary: $40,000

**DEADLINE FOR APPLICATION:** First consideration will be given to applications received by August 11, 1997. Review of candidates will continue until the position is filled.

**AVAILABLE:** September 1, 1997

**TO APPLY:** Send a letter of application and resume to:

Search Committee, c/o Larry Alford
Senior Associate University Librarian
The University of North Carolina at Chapel Hill
Davis Library, CB #3900
Chapel Hill, NC 27514-8890
Fax: 919/962-0484

*An equal opportunity, affirmative action employer*

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THE UNIVERSITY OF TENNESSEE
KNOXVILLE

*UNIVERSITY LIBRARIES*

**Library Support Services**
John C. Hodges Library, 1015 Volunteer Blvd.
Knoxville, Tennessee, U.S.A. 37996-1000
(423) 974-4424
FAX (423) 974-4696

**ANNOUNCEMENT OF PROFESSIONAL VACANCY**
**April 1, 1998**

| | |
|---|---|
| **POSITION:** | **Systems Librarian for Microcomputers and Networking** |
| **APPOINTMENT RANK:** | **Assistant Professor** |
| **SALARY:** | **Minimum $33,000** |
| **AVAILABLE:** | **October 1, 1998** |

RESPONSIBILITIES:

The Systems Librarian for Microcomputers and Networking works within the Systems Team and reports to the Head. This position is one of four faculty positions in the Systems Team, along with six permanent staff positions. Systems is a service-oriented team that develops, maintains, and supports an array of networked services as well as the Libraries' widely distributed information technology infrastructure. As a member of the Systems Team, this position will be expected to provide leadership in the planning and development of technology-based user services as outlined below.

Participating in an environment of Library-wide collaboration, and in a collegial atmosphere within the Systems Team, this person will: oversee the networking of approximately 500 staff and public desktop computers via NT; initiate projects and services to ensure that UTK Libraries makes the most efficient use of the investment in desktop hardware and networks; collaborate with Systems and other Library Team-based desktop support staff; write hardware and software specifications for multi-vendor technology projects; interact with campus computing units and technology vendors; participate in Library-wide committees. Additionally, this position will involve some Library-wide training, and supervisory responsibilities within the Systems Team.

QUALIFICATIONS:
Required: MLS from an ALA-accredited institution. Computer-related experience in an academic library. Evidence of excellent written and oral communication skills and ability to work collegially. Demonstrated experience managing complex projects. Demonstrated experience implementing NT networks. Experience with desktop support. Understanding of network standards and protocols. Knowledge of developments and trends in information systems. Ability to articulate a user-service philosophy of librarianship.
Preferred: Familiarity with programming, scripting, and page-formatting languages such as Perl, Java, HTML, etc. Training experience. Familiarity with UNIX server environment.

**BENEFITS:** Librarians at the University of Tennessee, Knoxville have faculty rank and status and are appointed for twelve months. This is a tenure track appointment. Library faculty must meet University requirements for promotion and tenure. Annual leave is accrued at the rate of two days per month and sick leave at the rate of one day per month. Faculty have their choice of a state retirement plan or TIAA/CREF. Non-refundable contributions to either retirement plan are paid for the employee by the University. Group health and life insurance plans are available. Tuition remission is available for all university employees; partial undergraduate tuition remission is available to dependent children and spouses of UT employees.

**ADDITIONAL INFORMATION** about this position may be found at http://toltec.lib.utk.edu/~lss/search/micronet.html

**ENVIRONMENT:** The University of Tennessee, Knoxville, a Carnegie Research Level One institution, enrolls approximately 26,000 students from every state in the United States and approximately 100 other countries. As Tennessee's comprehensive campus, UTK offers more doctoral programs than any other institution in the state, and its faculty attract nearly $80 million annually for sponsored research programs. UTK is one of 27 higher education institutions holding the distinction of being both a land-grant institution and state university.

The UTK Libraries, with an annual budget of almost $10 million, holds 2 million volumes and receives approximately 14,000 current serials. The Libraries system includes the John C. Hodges Library and four branches on the Knoxville campus: Agriculture-Veterinary Medicine, Map, Music, and University Archives and Special Collections. A fifth branch, the Social Work Library, is located in Nashville. Over three hundred persons are employed, including 49 librarians, 8 exempt, 123 non-exempt, and 150 students. UTK Libraries is a member of the Association of Research Libraries, SOLINET, and the Center for Research Libraries. The UTK Libraries installed a client-server integrated system in 1997. The Libraries also offers a Web-based information system and access to a variety of electronic information sources.

**APPLICATION PROCEDURE:** Send letter of application, a current resume, and the names, addresses, e-mail addresses, and telephone numbers of three recent references to: Jill Keally, Head, Library Support Services, 1015 Volunteer Blvd., Knoxville, TN 37996-1000, fax 423/974-4696.

Review of applications will begin June 1, 1998, and will continue until the position is filled.

The University of Tennessee, Knoxville, does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex, or disability in the education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Diversity Resources & Educational Services (DRES), 1818 Lake Avenue, Knoxville, TN 37996-3560, telephone (423)974-2498 (TTY available). Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Human Resources Management, 600 Henley Street, Knoxville, TN 37996-4125.

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THE UNIVERSITY OF TENNESSEE
KNOXVILLE

*UNIVERSITY LIBRARIES*

**Library Support Services**
John C. Hodges Library, 1015 Volunteer Blvd.
Knoxville, Tennessee, U.S.A. 37996-1000
(423) 974-4424
FAX (423) 974-4696

ANNOUNCEMENT OF PROFESSIONAL VACANCY
April 1, 1998

| | |
|---|---|
| POSITION: | Systems Librarian for Networked Service Integration |
| APPOINTMENT RANK: | Assistant Professor |
| SALARY: | Minimum $33,000 |
| AVAILABLE: | September 1, 1998 |

RESPONSIBILITIES:

The Systems Librarian for Networked Service Integration works within the Systems Team and reports to the Head. This position is one of four faculty positions in the Systems Team, along with six permanent staff positions. Systems is a service-oriented team that develops, maintains, and supports an array of networked services as well as the Libraries' widely distributed information technology infrastructure. As a member of the Systems Team, this position will be expected to provide leadership in the planning and development of technology-based user services as outlined below.

Participating in an environment of Library-wide collaboration, and in a collegial atmosphere within the Systems Team, this person will: coordinate UTK Libraries web-based services; implement UTK Libraries' web interface to the online catalog (Ameritech Horizon) using OCLC's SiteSearch; implement SiteSearch interfaces to remote online catalogs (e.g. Law Library, Information Alliance); convert a variety of local non-marc databases to SiteSearch; initiate projects to maximize the interoperability of disparate web-based services such as the online catalog, bibliographic and full-text databases, ejournals, document delivery services, interlibrary loan, etc.; participate in a Team-based implementation of our automated library system; interact with campus computing units and vendors of automated systems; participate in Library-wide committees. Additionally, this position will involve some Library-wide training, and supervisory responsibilities within the Systems Team.

QUALIFICATIONS:
Required: MLS from an ALA-accredited institution. Computer-related experience in an academic library. Evidence of excellent written and oral communication skills and ability to work collegially. Demonstrated experience managing complex projects. Demonstrated familiarity with some programming, scripting, and page-formatting languages such as Perl, Java, HTML, etc. Understanding of network standards and protocols. Knowledge of developments and trends in information systems. Ability to articulate a user-service philosophy of librarianship.
Preferred: Experience implementing OCLC SiteSearch software. Demonstrated knowledge of Structured Query Language. Knowledge of the Z39.50 standard. Demonstrated familiarity with UNIX server environment. Familiarity with an automated library system.



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**BENEFITS:** Librarians at the University of Tennessee, Knoxville have faculty rank and status and are appointed for twelve months. This is a tenure track appointment. Library faculty must meet University requirements for promotion and tenure. Annual leave is accrued at the rate of two days per month and sick leave at the rate of one day per month. Faculty have their choice of a state retirement plan or TIAA/CREF. Non-refundable contributions to either retirement plan are paid for the employee by the University. Group health and life insurance plans are available. Tuition remission is available for all university employees; partial undergraduate tuition remission is available to dependent children and spouses of UT employees.

ADDITIONALINFORMATION about this position may be found at
http://toltec.lib.utk.edu./~lss/search/netsrvin.html

**ENVIRONMENT:** The University of Tennessee, Knoxville, a Carnegie Research Level One institution, enrolls approximately 26,000 students from every state in the United States and approximately 100 other countries. As Tennessee's comprehensive campus, UTK offers more doctoral programs than any other institution in the state, and its faculty attract nearly $80 million annually for sponsored research programs. UTK is one of 27 higher education institutions holding the distinction of being both a land-grant institution and state university.

The UTK Libraries, with an annual budget of almost $10 million, holds 2 million volumes and receives approximately 14,000 current serials. The Libraries system includes the John C. Hodges Library and four branches on the Knoxville campus: Agriculture-Veterinary Medicine, Map, Music, and University Archives and Special Collections. A fifth branch, the Social Work Library, is located in Nashville. Over three hundred persons are employed, including 49 librarians, 8 exempt, 123 non-exempt, and 150 students. UTK Libraries is a member of the Association of Research Libraries, SOLINET, and the Center for Research Libraries. The UTK Libraries installed a client-server integrated system in 1997. The Libraries also offers a Web-based information system and access to a variety of electronic information sources.

APPLICATION PROCEDURE: Send letter of application, a current resume, and the names, addresses, e-mail addresses, and telephone numbers of three recent references to: Jill Keally, Head, Library Support Services, 1015 Volunteer Blvd., Knoxville, TN 37996-1000, fax 423/974-4696.

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The University does not discriminate on the basis of race, sex, or disability in the education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Diversity Resources & Educational Services (DRES), 1818 Lake Avenue, Knoxville, TN 37996-3560, telephone (423)974-2498 (TTY available). Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Human Resources Management, 600 Henley Street, Knoxville, TN 37996-4125.

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Position Descriptions Posted Since January 1, 1996

# Technology and Networked Environment

## Digital Library

HOMEWOOD HUMAN RESOURCES DIVISIONAL OFFICE
JOHNS HOPKINS UNIVERSITY
3400 N CHARLES STREET, 119 GARLAND HALL
BALTIMORE, MD 21218

# NOTICE OF EMPLOYMENT OPENING

JOHNS HOPKINS UNIVERSITY

**THE JOHNS HOPKINS UNIVERSITY IS CURRENTLY RECRUITING FOR THE POSITION DESCRIBED BELOW. QUALIFIED APPLICANTS (INCLUDING CURRENT HOPKINS STAFF) MUST SUBMIT A COMPLETED APPLICATION AND/OR RESUME AND COVER LETTER INDICATING REQUISITON NUMBER JOB AND JOB TITLE TO THE CONTACT IDENTIFIED IN THE TEXT FOR THAT POSITION AT THE ADDRESS OF THE ADVERTISING DIVISIONAL OFFICE. APPLICATIONS RECEIVED AFTER THE CLOSING DATE (IF ONE IS LISTED) MAY NOT BE CONSIDERED. CURRENTLY RESUMES AND/OR APPLICATIONS RECEIVED BY ELECTRONIC MAIL WILL NOT BE CONSIDERED.**

| REQUISTION # | JOB TITLE | GRADE | STATUS | WORK WEEK | HOURS | DIVISION | DEPARTMENT |
|---|---|---|---|---|---|---|---|
| S97-6899 | DIGITAL RESOURCE SPECIALIST | 41 | FULL-TIME | 37.5 hours | 8:30-5:00 | ACADEMIC CNTRS & SUPPORT SERVICES | MSE LIBRARY - SYSTEMS OFFICE |

| WORK LOCATION | RECRUITING CAMPUS | CONTACT | DATE POSTED | CLOSING DATE |
|---|---|---|---|---|
| HOMEWOOD | HOMEWOOD | Homewood Human Resources at (410) 516-8048 | November 4, 1997 | November 30, 1997 |

**GENERAL DESCRIPTION** The Milton S. Eisenhower Library is collaborating with a variety of partners to develop digital resources that advance teaching and scholarship both on and off campus. The goal is to use advanced digital technology to create resources that deserve a place in the digital library. The locus of this effort will be the newly created Johns Hopkins University Digital Knowledge Center. The Digital Resources Specialist will provide leadership in working with a diverse client base of faculty and scholars. Responsibilities also include coordinating project work flow and assessing the effectiveness of the Center; acting as consultant in the use of technology for instruction and scholarship; developing and implementing equitable intellectual property policies, procedures and management mechanisms, developing cost recovery mechanisms, project proposals and resource requirements; and promoting understanding and skill among faculty and staff in creating digital resources.

NOTE: The duration of this position is expected to be three years.

For more information about the Eisenhower Library, please visit our website:
http://milton.mse.jhu.edu:8001/libinfo.html

**QUALIFICATIONS** Bachelors degree; 2-4 years related experience; demonstrated project management experience designing WWW or multimedia resources; thorough knowledge of WWW; working knowledge of UNIX and either MAC or Windows OS; programming skills in either C++, Java, JavaScript, Perl or authoring experience in Macromedia (Director, Freehand or Authorware); strong organizational skills; excellent oral and written communication skills with ability to share knowledge and information effectively with colleagues; ability to interact with faculty, students, and staff in a courteous and supportive manner; ability to work productively and effectively in a high pressure or time sensitive environment to respond to problems promptly and professionally.

**PREFERRED QUALIFICATIONS** Master's degree and prior library experience preferred.

**APPROXIMATE STARTING SALARY**



THE JOHNS HOPKINS UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, RELIGION, AGE, SEXUAL ORIENTATION, NATIONAL OR ETHNIC ORIGIN, DISABILITY, VETERAN STATUS, OR ANY OTHER OCCUPATIONALLY IRRELEVANT CRITERIA. THE UNIVERSITY PROMOTES AFFIRMATIVE ACTION FOR MINORITIES, WOMEN, INDIVIDUALS WITH DISABILITIES, AND VETERANS. THE JOHNS HOPKINS UNIVERSITY IS A SMOKE-FREE AND DRUG-FREE WORKPLACE.

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# Head, Digital Knowledge Center

## JOB SUMMARY DESCRIPTION

*Job Summary:*

Write one or two sentences summarizing the primary function and general purpose of this job.

*Example: Responsible for maintaining the general accounting books including accounts payable, accounts receivable and general ledger accounting.*

Management of the Digital Knowledge Center and its staff, supporting the digital library program and developing a new campus resource center for the creation of digital multimedia information and instructional resources. Advisor to the Johns Hopkins University Press on Project Muse, the successful electronic scholarly journal publishing initiative and liaison and consultant to library subscriber community. Service on the Eisenhower Library Management Team which is responsible for library-wide policy, budget and planning priorities and representation of the Eisenhower Library in university and external forums.

*Essential Responsibilities:*

a. Define and explain the major duties and responsibilities of this job in descending order of importance. Please indicate percent of time spent on each activity.

| *Example: Uses personal computer to maintain records and prepare reports - 20%* | % |
|---|---|
| Manages Digital Knowledge Center and its staff | 20% |
| Advises JHU Press on Project Muse | 25% |
| Leads Digital Library Team and facilitates development of digital library program | 15% |
| Represents Eisenhower Library in university and external forums | 10% |
| Initiates, develops and coordinates technology research and development projects | 20% |
| Service on Eisenhower Library Management Team | 10% |
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THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
Office of the Associate Provost for University Libraries

CB# 3900, 201 Davis Library
Chapel Hill, NC USA 27514-8890
(919) 962-1301 FAX: (919) 962-0484

# ANNOUNCEMENT OF PROFESSIONAL VACANCY

**Position:** Digitization Librarian

**Available:** September 1, 1996

**Description:** The Digitization Librarian leads the Academic Affairs Library's digitization efforts, particularly for materials related to the American South. This person works with librarians, faculty, and members of the University of North Carolina Press to identify appropriate materials for this project. He or she hires, trains, and supervises hourly employees to do the bit-mapped and OCR scanning of printed and manuscript materials and correcting of these electronic files. He or she encodes these materials in TEI/SGML, then, in conjunction with members of the Library Systems Office, loads them onto a server and makes them available over the Internet. He or she works with members of the Cataloging Department to catalog these electronic resources according to national standards. The digitization librarian promotes the project nationally and applies for appropriate grants.

**Qualifications:** Required: ALA-accredited MLS; experience with digitization projects, preferably those related to the American South; knowledge of national standards as they relate to digitization projects; extensive experience with TEI/SGML; demonstrated expertise in the use of scanners and optical character recognition programs; practical experience in developing and managing a Web site.

Desired: Knowledge of national digitization projects and those in process at research universities and libraries; attendance at a CETH Summer Seminar; editorial experience; ability to identify sources of grant funding for this project and prepare grants to support it; ability to work effectively with many groups of people and thrive in a rapidly changing environment.

OSU LIBRARY

**INTERNAL SEARCH**

**COORDINATOR, DIGITAL LIBRARY SERVICES, TENURE TRACK. 12 month appointment.** Position reports to AUL for Reference, Instruction & Collections

**RESPONSIBILITIES:** Coordinate library services supporting the University's distant learning programs as well as those services supporting on-campus students and faculty who remotely access digital library resources. Duties include but are not limited to the following: Provide significant leadership in planning, developing, monitoring and evaluating the Library's Digital Program. Develop remote access guides and instructional materials utilizing relevant Internet resources and courseware. Work proactively with faculty to integrate Library access information and Library instruction activities within their online course materials. Provide technical assistance for students and faculty accessing library resources remotely. Develop and oversee policies and procedures to provide books, articles, and information to students and faculty who are accessing the Library remotely. Answer or refer reference questions received via e-mail, the world wide web or the general library telephone number. Work with the Library's Systems Department and CIS as necessary to facilitate remote access. Monitor developments in Web technologies, courseware, and electronic delivery mechanisms. Oversee development of the Library's web-site and supervise the web-editor(s). Maintain performance and usage statistics. Serve as liaison with the OSU-Tulsa Library. Represent the Library on the Campus Distance Learning Committee. Serve on the Library's Collection Development and Automation committees.

**QUALIFICATIONS:** ***Required:*** ALA accredited masters degree. Must demonstrate the following: Ability to plan and manage in a complex environment; strong, effective reference and library instruction skills; the ability to interact with the public in a friendly manner; excellent communication and organization skills; knowledge of HTML, authoring tools and courseware; experience setting up and running a web site; experience developing web-based instructional materials; broad, technical knowledge of computers, operating systems, and network communications; demonstrated ability to work effectively with faculty, students and administrators in a service-focused operation; commitment to and experience promoting and providing user-centered service; analytical and organization skills; and, the ability to work on multiple projects and to meet project deadlines. ***Desired:*** Advanced degree; three years post-MLS experience providing reference services; and, active participation in state or national professional organizations.

**SALARY:** $33,000 minimum (assistant department head equivalent)

**DEADLINE:** Application review begins on February 15, 1999.

**APPLICATION:** Submit letter of interest and updated resume to: Jackie German

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER; MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.**

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# Job Description

## Digital Library Coordinator

A faculty librarian who takes the lead in developing and implementing a Digital Research Library (DRL) Program in the University Library System. The umbrella mission of the DRL is to support and facilitate the creation, acquisition and networked delivery of electronic texts to the University of Pittsburgh community.

### Responsibilities

Oversees the development of a Digital Research Library. Investigates and recommends appropriate physical and hardware requirements to create a DRL service point. Ensures the maintenance and upgrading of hardware and software.

Recommends acquisition and access to text collections and publications that are appropriate to the research and teaching at the University of Pittsburgh.

Facilitates the creation of multimedia text collections. Through faculty and researcher liaisons, identifies courses and research projects which could tie-in to electronic text and linking enhancement. Provides University of Pittsburgh faculty and students equipment, instruction and support.

Facilitate ongoing user training for creating electronic resources. Provide staff development for related text creation and DRL issues.

Supervises one Programmer/Analyst staff person. Supervises the system-wide set-up and installation of non-networked electronic resources for use in the ULS.

Shares in the responsibility of WWW and Internet maintenance, site organization, development and evaluation.

Provides reference service by working at the Hillman Library Reference Desk on a scheduled basis.

Maintains active knowledge of trends in academic and research libraries relating to information technology, digital library issues, and librarianship in general.

Participates in library activities such as committees, task forces, etc. as needed.

Performs other duties as assigned.

# University of Pittsburgh

*University Library System*

*Position Announcement*

## Digital Production Librarian

***Digital Research Library***
***University Library System***
***University of Pittsburgh***
***(12-month appointment, contingent upon funding)***

The Digital Production Librarian is a temporary faculty librarian in the Digital Research Library, University Library System, working primarily on the Historic Pittsburgh project. The Historic Pittsburgh project intends to digitize 19th and early 20th Century materials from several ULS collections and from collections of partner and participating institutions for a Website used for research and education. The Digital Production Librarian's role is to manage all aspects of handling and preservation of resources, to coordinate efforts with collection curators, outsourcing vendors, other DRL staff and to supervise one or more support staff and student assistants. He/She will also participate in education and training activities, standards and policy setting, quality control, and development of a prototype image database. He/She reports through the Coordinator, Digital Research Library.

### SPECIFIC TASKS

Working closely with the Preservation Department, he/she will be responsible for conducting condition assessment surveys for materials targeted for the Historic Pittsburgh project. He/She has over all responsibility for tracking physical items to be digitized, from receipt to final disposition. He/she will assess the artifactual value of physical items belonging to the ULS and, in consultation with collection curators, will make preservation and final disposition decisions. He/she will coordinate with project partners on the preparation of their books and materials for scanning. He/She has supervisory responsibility for materials sent to and received back from outsourcing vendors. He/She will serve as the primary contact for communication regarding quality control of vendor products, and handling and processing of any facsimile editions. In close coordination with the Historic Pittsburgh project's Technical Project Manager, he/she will work on developing a prototype image database of photographs including specifying metadata standards, and identifying preservation/access concerns, based on emerging guidelines and best practices in the field. He/she will explore and, in coordination with staff throughout ULS, determine the reproduction, preservation, copyright and cost recovery policies for the materials. In concert with the Coordinator of the Digital Research Library and the Digital Projects Manager, he/she will work to develop standards for both the Historic Pittsburgh and other projects of the DRL. He/she will supervise one or more support staff and student assistants in encoding finding aids in EAD, preparation of materials for digitization, scanning, and quality control. He/she will participate in the development and presentation of information about digital libraries to partner institutions and ULS personnel.

### QUALIFICATIONS

Required: MLS from an ALA-accredited institution (or recognized equivalent); knowledge of and hands on experience with preservation tasks; high level of competence using computers and database/spreadsheet software; familiarity with digital scanning software and techniques; attention to detail; experience in a production oriented environment; ability to work with a wide variety of people as part of a team; familiarity with SGML encoding; knowledge of digital library and preservation issues and ability to learn new skills quickly.
Preferred: Supervisory or management experience and familiarity with EAD DTD.

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Job Description: Digital Projects Manager

Position Description: The Digital Projects Manager is a temporary faculty librarian, reporting through the Coordinator, Digital Research Library Center. The incumbent participates actively in the planning and implementation of digitization projects. He/she serves as project manager for specific digitization projects. He/she participates actively and cooperatively in seeking sources of funding for digitization projects, including development of funding proposals. He/she makes presentations to groups within the University of Pittsburgh and in the greater community and provides instruction and training in skill sets unique to creation of digital resources. He/she engages in outreach and community liaison in seeking and maintaining partnerships in support of major digital projects.

Specific duties:
Serves on project planning teams such as the Historic Pittsburgh and the Dick Thornburgh Archives projects
Serves as an in-house consultant to ULS units interested in inititating digitization projects
Serves as a resource person to the Digital Research Library Planning Working Group and as an active member
Implements software such as Open Text and other SGML aware software in support of digital projects as needed in close cooperation and coordination with Automated Services staff
Creates CGI middleware for making digital resources Web accessible as needed
Works with automated Optical Character Recognition systems in support of text-based digitization projects, and with automated SGML mark up of texts as needed
Supervises in-house scanning operations, and provides liaison with outsourcing vendors, including batch processing of image files and creation of derivative use copies of image files and archival storage files, as needed and as appropriate
Aids in the development of specifications for purchase of computing equipment and planning for physical facilities for a public service area for use by University of Pittsburgh faculty and graduate students for their own digitization projects, as well as in-house production facilities
Seeks and recommends available software systems useful for cost-effective creation of digital resources
Keeps up to date with developments in digital library work through reading and attendance at conferences and continuing education events
Maintains awareness of funding sources and opportunities and communicates with appropriate persons within the ULS
Makes contributions to the library profession and participates in collegial activities within the ULS

**ACADEMIC POSITION PROFILE**

**TITLE:** Digital Projects Librarian
New Brunswick Libraries

**RESPONSIBILITIES:** Reports to the Director of the New Brunswick Libraries and works closely in a team environment with the Scholarly Communication Center (SCC) Management Team and other New Brunswick librarians to develop innovative digital projects utilizing the library's information resources to support instruction and research. Provides leadership and training and serves as a resource person in the utilization of tools and formats appropriate for digital library initiatives such as electronic publishing (HTML/SGML/XML), search engines and computer-based instruction for the SCC, which includes the Center for Electronic Texts in the Humanities (CETH).

Works collaboratively with the SCC Management Team and other New Brunswick librarians in preparing grant proposals utilizing SCC/CETH facilities for digital library projects. Manages successfully funded projects, provides high level technical expertise for projects and collaborates with campus technology centers such as the Teaching Excellence Center, the Office of Television and Radio, the Rutgers Computing Center and the Office of Continuous Education and Distance Learning. May participate in other New Brunswick Libraries' activities as appropriate. Some evening and weekend hours may be required.

**QUALIFICATIONS:** An ALA accredited MLS degree with an emphasis on information/computer technology or equivalent experience is required. An advanced degree such as a Master's Degree in Educational Technology or Information Technology is desirable. Knowledge and experience in information technologies relevant to an academic environment, including authorware, HTML/SGML/XML and other software applications, Windows NT, CD-ROM technologies and Internet protocols is required. Knowledge of UNIX, server development and the creation of front end interfaces desirable. Must possess excellent communication skills, both written and oral, and the ability to work effectively in a multicultural environment.

**SALARY:** Dependent upon experience and qualifications with a minimum of $32,609 for a Librarian V calendar year appointment.

**STATUS/BENEFITS:** Faculty status, calendar year appointment, retirement plans, life/health insurance, prescription drug, dental and eyeglass plans, tuition remission, one month vacation.

**LIBRARY PROFILE:** Rutgers, the State University of New Jersey has three major campuses located in Camden, Newark and New Brunswick. The New Brunswick Libraries comprise four major libraries as well as numerous branch libraries supporting instruction and research in the arts and humanities, social sciences and business, and science and technology. This position is based at the Scholarly Communication Center (http://scc01.rutgers.edu/SCCHOME/), a state-of-the-art facility that includes information handling labs, a lecture hall equipped for satellite transmission and teleconferencing, a Humanities and Social Science Data Center, and the Center for Electronic Texts in the Humanities. Library automation systems include SIRSI, OVID, RLIN and OCLC. A member of the Research Libraries Group and the American Association of Universities, Rutgers, the State University of New Jersey has recently been designated as a New Media Center.

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Position Descriptions Posted Since January 1, 1996

# Technology and Networked Environment

## Web Related

**UNIVERSITY OF MARYLAND LIBRARIES**
**POSITION DESCRIPTION FORM**
**ASSOCIATE STAFF**

**Date Prepared:** May 26, 1998

**Division:** Information Technology

**Prepared by:** Tony Costo
(Revised: December 14, 1998 by David Cooper)

**Department:** Web Services

**Position Rank:** Coordinator

**Position Title:** Webmaster

NATURE OF WORK:

The Webmaster provides technical and aesthetic consultation and support to the University of Maryland Libraries for development and maintenance of its Web site including design, development, and implementation of the "top pages". The incumbent will function as the resident expert on Web matters and will be charged with consulting services pertaining to existing and emerging Web technologies to library staff. The Webmaster will not be responsible for the content of the Web site. As part of the Web Services Department the incumbent will also assist in the coordination of Web services to the University System of Maryland libraries.

Major duties include:

- Provides technical expertise, support and oversight of the University of Maryland Libraries Web site;
- Provides individual consultation and troubleshooting for library staff in the creation and maintenance of Web pages;
- Creates forms, cgi scripts, maps, animation, and specialized HTML documents;
- Serves as Chair of the Web Board;
- Advises the Web Board on technical matters, keeps it informed of new developments and facilitates the creation of Web policies;
- Provides technical support for the Web pages of special interest outside groups or organizations that are loaded on the Libraries' Web server;
- Works with Web Services Manager to ensure the integration of Web-based projects, systems and services within the USM Libraries;
- Other duties as assigned.

Required Qualifications:

- Strong demonstrated service orientation;
- Minimum of three years experience working in a Web environment;
- Bachelor degree in computer science, information sciences, or a related field;
- Working knowledge of Web related software;
- Working knowledge of Unix;
- Excellent design aesthetics;
- Excellent skills in organizing information;
- Excellent interpersonal skills;
- Excellent written and verbal communication skills;
- Ability to work in an environment that fosters learning, collaboration and teamwork;
- Ability to explain and teach technical skills related to the Web;
- Ability to keep current in new technologies and emerging Web issues.

Preferred Qualifications:

- Background or demonstrated knowledge of academic or research libraries and demonstrated ability to work effectively in an academic library environment;

SUPERVISORY RELATIONSHIPS (Supervision Exercised and Received):

- The incumbent reports to the Web Services Manager.
- The incumbent has no supervisory responsibility.

**UNIVERSITY OF MARYLAND LIBRARIES**
**POSITION DESCRIPTION FORM**
**ASSOCIATE STAFF**

**Date Prepared:** December 14, 1998 **Division:** Information Technology

**Prepared by:** Jean Phillips and David Cooper **Department:** Web Services

**Position Rank:** Manager

**Position Title:** Web Services Manager

NATURE OF WORK:

The Web Services Manager is responsible for presentation and integration of all Web related projects, systems and services in support of ITD's mission to continue to enhance the delivery of electronic resources through the Web. This includes integration of University System of Maryland projects, systems and services with campus level Web services. The incumbent, as manager of the Web Services Department, is responsible for all facets of Web related technology and design.

Major duties include:
- Manages the Web Services Department;
- Provides technical expertise, support and oversight of the University of Maryland Libraries Web site;
- Unix server management and administration;
- Coordinates Web-based development and support within ITD;
- Coordinates Web-based development and support with Library staff;
- Web application development and support;
- Presentation and integration of Web projects, systems and services including, but not limited to, MdUSA, VICTORWeb, digital library projects;
- Provides Library application support as directed and assists in the transition to the LIMSIII Integrated Library System;
- Other duties as assigned.

Required Qualifications:
- Strong demonstrated service orientation;
- Minimum of three years experience working in a Web environment;
- M.L.S. from an ALA accredited institution;
- Working knowledge of Web related software;
- Unix administration experience;
- Knowledge of Web design issues;
- Excellent skills in organizing information;
- Excellent interpersonal skills;
- Excellent written and verbal communication skills;
- Ability to work in an environment that fosters learning, collaboration and teamwork;
- Ability to explain and teach technical skills related to the Web;
- Understanding of new technologies and emerging Web issues;
- Project management experience.

Preferred Qualifications:
- Background or demonstrated knowledge of academic or research libraries and demonstrated ability to work effectively in an academic library environment;
- Functional and technical knowledge of integrated library systems.

SUPERVISORY RELATIONSHIPS (Supervision Exercised and Received):
- The incumbent reports to the Director of Information Technology.
- The incumbent supervises the Webmaster.

# University of Pittsburgh

*University Library System*

*Position description*

**Web Services Librarian**
**(Temporary Appointment)**

This is a temporary faculty librarian appointment (Sept. 1, 1998-June 30, 1999) and reports to the Assistant Director (Automated and Technical Services). The primary responsibility of this appointment is to manage the web page interfaces for the ULS online services, working in close collaboration with ULS Public Services and Automated Services. The incumbent will be responsible for the coordination, revision, maintenance, updating and monitoring of ULS web pages, and will be expected to keep current on web technology developments. The incumbent will also be the Facilitator of the Networked Information Working Group.

Required: MLS (ALA-accredited).

**WASHINGTON UNIVERSITY LIBRARIES**

POSITION DESCRIPTION

POSITION TITLE: University Webmaster

REPORTS TO: Director of Computing & Telecommunications

SUMMARY: Design, create, and support the University's top-level web site including the maintenance of an organized set of current links to school and departmental web resources across the University. Draft for administrative review policies and procedures to guide the development of other University web servers; organize online tools and libraries which these other servers can use to create effective content consistent with University policies. Provide technical assistance to schools and departments as requested to help bring their resources and services into the web environment.

DUTIES:

40% Create and maintain the design and content of the University's top-level web site.

20% Recommend policies and procedures for University web servers and create online aids for other users who are maintaining web servers across the University.

20% Consult with various schools and departments to help them create and maintain their own web content consistent with University policies and procedures.

10% Stay current with current web technology; review and evaluate new tools and techniques for web authoring and maintenance.

10% Perform other duties as assigned to generally support web-based activities at the University.

QUALIFICATIONS:

Required Skills and Knowledge

Bachelor's degree plus 2 or more years of experience in creating and maintaining sophisticated web sites.

Thorough working knowledge of web technology including HTML, forms design and associated CGI scripting, web authoring tools, image processing software for

scanning and preparing web-based graphics files, and conversion techniques for converting existing information to web-based formats.

Ability to work independently but with aggressive deadlines.

Desired Skills and Knowledge

Experience developing policies and procedures in a diverse institutional setting.

Experience designing and offering formal technical training to end-users.

Experience with Windows NT and Microsoft's Internet product suite.

Knowledge of high-level programming languages like C or C++.

Knowledge of Java programming.

12/21/96

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# SELECTED RESOURCES

# Books and Journal Articles

Buttlar, Lois, and Rajinder Garcha. "Catalogers in Academic Libraries: Their Evolving and Expanding Roles." *College & Research Libraries* 59.4 (July 1998): 311–21.

Harris, Roma M., and Juris Dilevko. "Bargaining Technological Change in Canadian Libraries." (Les negociations collectives et l'evolution technologique). *Canadian Journal of Information and Library Science* 22.3–4 (Sept.–Dec. 1997): 20–36.

Harris, Roma M., and Victoria Marshall. "Reorganizing Canadian Libraries: A Giant Step Back from the Front." *Library Trends* 46.3 (Winter 1998): 564–80.

Hawkins, Brian L., and Patricia Battin. "The Changing Role of the Information Resources Professional: A Dialogue." *CAUSE/EFFECT* 20.1 (Spring 1997): 22–30.

Johnson, Peggy. "Managing Changing Roles: Professional and Paraprofessional Staff in Libraries." *Journal of Library Administration* 22.2–3 (1996): 79–99.

Kelly, Julia, and Patricia Robbins. "Changing Roles for References Librarians." *Journal of Library Administration* 22.2–3 (1996): 111–21.

Mohr, Deborah A., and Anita Schuneman. "Changing Roles: Original Cataloging by Paraprofessionals in ARL Libraries." *Library Resources & Technical Services* 41.3 (Jul 1997): 205–18.

Noble, Cherrie. "Reflecting on Our Future." *Computers in Libraries* 18.2 (Feb 1998): 50–54.

Phipps, Shelley E. "Transforming Libraries into Learning Organizations—The Challenge for Leadership." *Journal of Library Administration* 18.3–4 (1993): 19–37.

Watson-Boone, Rebecca. *Constancy and Change in the Worklife of Research University Librarians.* ACRL Publications in Librarianship No. 51. Chicago: Association of College and Research Libraries, 1998.

Wilder, Stanley J. *The Age Demographics of Academic Librarians: A Profession Apart. A Report Based on Data from the ARL Annual Salary Survey.* Washington, D.C.: Association of Research Libraries, 1995.



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# SPEC KIT ORDER FORM

| QTY | TITLE | | |
|---|---|---|---|
| ____ | SP256 | Changing Roles of Lib Profs | |
| ____ | SP255 | Branch Libs/Discrete Collectns | |
| ____ | SP254 | Managing Printing Services | |
| ____ | SP253 | Networked Info Services | |
| ____ | SP252 | Supprt Staff Classifictn Studies | |
| ____ | SP251 | Electronic Reference Service | |
| ____ | SP250 | TL10: Educating Faculty | |
| ____ | SP249 | Catalogng of Resrces Digitized | |
| ____ | SP248 | Licensing of Electronic Prodcts | |
| ____ | SP247 | Management of Lib Security | |
| ____ | SP246 | Web Page Devel & Managmnt | |
| ____ | SP245 | Electronic Reserves Operations | |
| ____ | SP244 | TL 9: Renovatn & Reconfigurtn | |
| ____ | SP243 | TL 8: Users with Disabilities | |
| ____ | SP242 | Library Storage Facilities | |
| ____ | SP241 | Gifts and Exchange Function | |
| ____ | SP240 | Marketing and PR Activities | |
| ____ | SP239 | Mentoring Programs in ARL | |
| ____ | SP238 | ARL GIS Literacy Project | |
| ____ | SP237 | Managing Food and Drink | |
| ____ | SP236 | TL 7: E Theses/Diss | |
| ____ | SP235 | Collaborative Coll Managmnt | |
| ____ | SP234 | TL 6: Distance Learning | |
| ____ | SP233 | ARL in Extension/Outreach | |
| ____ | SP232 | Use of Teams in ARL | |
| ____ | SP231 | Cust Service Programs in ARL | |
| ____ | SP230 | Affirmative Action in ARL | |
| ____ | SP229 | Evaluating Acad Libr Dirs | |
| ____ | SP228 | TL 5: Preserving Digital Info | |
| ____ | SP227 | Org of Doc Coll & Svcs | |
| ____ | SP226 | TL 4: After the User Survey | |
| ____ | SP225 | Partnerships Program | |
| ____ | SP224 | Staff Training & Development | |
| ____ | SP223 | TL 3: Electronic Scholarly Pubn | |
| ____ | SP222 | Electronic Resource Sharing | |

| QTY | TITLE | | |
|---|---|---|---|
| ____ | SP221 | Evol & Status of Approval Plans | |
| ____ | SP220 | Internet Training | |
| ____ | SP219 | TL 2: Geographic Info Systems | |
| ____ | SP218 | Info Technology Policies | |
| ____ | SP217 | TL 1: Electronic Reserves | |
| ____ | SP216 | Role of Libs in Distance Ed | |
| ____ | SP215 | Reorg & Restructuring | |
| ____ | SP214 | Digit Tech for Preservation | |
| ____ | SP213 | Tech Svcs Workstations | |
| ____ | SP212 | Non-Librarian Professionals | |
| ____ | SP211 | Library Systems Office Org | |
| ____ | SP210 | Strategic Planning | |
| ____ | SP209 | Library Photocopy Operations | |
| ____ | SP208 | Effective Library Signage | |
| ____ | SP207 | Org of Collection Develop | |
| ____ | SP206 | Faculty Organizations | |
| ____ | SP205 | User Surveys in ARL Libs | |
| ____ | SP204 | Uses of Doc Delivery Svcs | |
| ____ | SP203 | Reference Svc Policies | |
| ____ | SP202 | E-journals/Issues & Trends | |
| ____ | SP201 | E-journals/Pol & Proced | |
| ____ | SP200 | 2001: A Space Reality | |
| ____ | SP199 | Video Collect & Multimedia | |
| ____ | SP198 | Automating Preserv Mgt | |
| ____ | SP197 | Benefits/Professional Staff | |
| ____ | SP196 | Quality Improve Programs | |
| ____ | SP195 | Co-op Strategies in Foreign Acqs | |
| ____ | SP194 | Librarian Job Descriptions | |
| ____ | SP193 | Lib Develop & Fundraising | |
| ____ | SP192 | Unpub Matls/Libs, Fair Use | |
| ____ | SP191 | Prov Pub Svcs Remote User | |
| ____ | SP190 | Chang Role of Book Repair | |
| ____ | SP189 | Liaison Svcs in ARL Libs | |
| ____ | SP188 | Intern, Residency & Fellow | |
| ____ | SP187 | ILL Trends/Staff & Organ | |
| ____ | SP186 | Virtual Library | |
| ____ | SP185 | System Migration | |
| ____ | SP184 | ILL Trends/Access | |
| ____ | SP183 | Provision of Comp Print Cap | |
| ____ | SP182 | Academic Status for Libns | |
| ____ | SP181 | Perf Appr of Collect Dev Libn | |
| ____ | SP180 | Flexible Work Arrangemts | |
| ____ | SP179 | Access Services Org & Mgt | |
| ____ | SP178 | Insuring Lib Colls & Bldgs | |
| ____ | SP177 | Salary Setting Policies | |
| ____ | SP176 | Svcs for Persons w/Disabilities | |
| ____ | SP175 | Scholarly Info Centrs | |
| ____ | SP174 | Expert Systems | |
| ____ | SP173 | Staff Recognition Awards | |
| ____ | SP172 | Information Desks | |
| ____ | SP171 | Training of Tech Svc Staff | |
| ____ | SP170 | Organization Charts | |
| ____ | SP169 | Mgt of CD-ROM | |
| ____ | SP168 | Student Employment | |
| ____ | SP167 | Minority Recruitment | |
| ____ | SP166 | Materials Budgets | |
| ____ | SP165 | Cultural Diversity | |
| ____ | SP164 | Remote Storage | |
| ____ | SP163 | Affirmative Action | |
| ____ | SP162 | Audiovisual Policies | |

| QTY | TITLE | | |
|---|---|---|---|
| ____ | SP161 | Travel Policies | |
| ____ | SP160 | Preservation Org & Staff | |
| ____ | SP159 | Admin of Lib Computer Files | |
| ____ | SP158 | Strategic Plans | |
| ____ | SP157 | Fee-based Services | |
| ____ | SP156 | Automating Authority Control | |
| ____ | SP155 | Visiting Scholars/Access | |
| ____ | SP154 | Online Biblio Search | |
| ____ | SP153 | Use of Mgt Statistics | |
| ____ | SP152 | Brittle Books Program | |
| ____ | SP151 | Qualitative Collect Analysis | |
| ____ | SP150 | Bldg Security & Personal Safety | |
| ____ | SP149 | Electronic Mail | |
| ____ | SP148 | User Surveys | |
| ____ | SP147 | Serials Control/De-election | |
| ____ | SP146 | Lib Dev Fund Raising Capabilit | |
| ____ | SP145 | Lib Publications Programs | |
| ____ | SP144 | Building Use Policies | |
| ____ | SP143 | Search Proced Sr LibAdmin | |
| ____ | SP142 | Remote Access Online Cats | |
| ____ | SP141 | Approval Plans | |
| ____ | SP140 | Performance Appraisal | |
| ____ | SP139 | Performance Eval: Ref Svcs | |
| ____ | SP138 | University Copyright | |
| ____ | SP137 | Preservation Guidelines | |
| ____ | SP136 | Managing Copy Cataloging | |
| ____ | SP135 | Job Analysis | |
| ____ | SP134 | Planning Mgt Statistics | |
| ____ | SP133 | Opt Disks: Storage & Access | |
| ____ | SP132 | Library-Scholar Communication | |
| ____ | SP131 | Coll Dev Organization | |
| ____ | SP130 | Retrospective Conversion | |
| ____ | SP129 | Organization Charts | |
| ____ | SP128 | Systems File Organization | |
| ____ | SP127 | Interlibrary Loan | |
| ____ | SP126 | Automated Lib Systems | |
| ____ | SP125 | Tech Svcs Cost Studies | |
| ____ | SP124 | Barcoding of Collections | |
| ____ | SP123 | Microcomp Software Policies | |
| ____ | SP122 | End-User Search Svcs | |
| ____ | SP121 | Bibliographic Instruction | |
| ____ | SP120 | Exhibits | |
| ____ | SP119 | Catalog Maintenance Online | |
| ____ | SP118 | Unionization | |
| ____ | SP117 | Gifts & Exchange Function | |
| ____ | SP116 | Organizing for Preservation | |
| ____ | SP115 | Photocopy Services | |
| ____ | SP114 | Binding Operations | |
| ____ | SP113 | Preservation Education | |
| ____ | SP112 | Reorg of Tech and Pub Svcs | |
| ____ | SP111 | Cooperative Collection Dev | |
| ____ | SP110 | Local Cataloging Policies | |
| ____ | SP109 | Staff Training for Automation | |
| ____ | SP108 | Strategic Planning | |
| ____ | SP107 | University Archives | |
| ____ | SP106 | Electronic Mail | |
| ____ | SP105 | Nonbibliographic Dbases | |
| ____ | SP104 | Microcomputers | |
| ____ | SP103 | Asst/Assoc Dir Position | |
| ____ | SP102 | Copyright Policies | |



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| QTY | TITLE | | QTY | TITLE | | QTY | TITLE | |
|---|---|---|---|---|---|---|---|---|
| ____ | SP101 | User Studies | ____ | SP067 | Affirm Action Programs | ____ | SP033 | Intergrat Nonprint Media |
| ____ | SP100 | Collection Security | ____ | SP066 | Planning Preserv of Lib Materials | ____ | SP032 | Prep, Present Lib Budget |
| ____ | SP099 | Branch Libraries | ____ | SP065 | Retrospective Conversion | ____ | SP031 | Allocation of Resources |
| ____ | SP098 | Telecommunications | ____ | SP064 | Indirect Cost Rates | ____ | SP030 | Support Staff, Student Assts |
| ____ | SP097 | Building Renovation | ____ | SP063 | Collective Bargaining | ____ | SP029 | Systems Function |
| ____ | SP096 | Online Catalogs | ____ | SP062 | Online Biblio Search Svcs | ____ | SP028 | Gifts & Exchange Function |
| ____ | SP095 | Lib Materials Cost Studies | ____ | SP061 | Status of Librarians | ____ | SP027 | Physical Access |
| ____ | SP094 | Fund Raising | ____ | SP060 | Lib Materials Cost Studies | ____ | SP026 | Bibliographic Access |
| ____ | SP093 | User Instructions for Online Cats | ____ | SP059 | Microform Collections | ____ | SP025 | User Statistics and Studies |
| ____ | SP092 | Interlibrary Loan | ____ | SP058 | Goals & Objectives | ____ | SP024 | User Surveys |
| ____ | SP091 | Student Assistants | ____ | SP057 | Special Collections | ____ | SP023 | Grievance Policies |
| ____ | SP090 | Integrated Lib Info Systems | ____ | SP056 | External Communication | ____ | SP022 | Private Foundations |
| ____ | SP089 | Tech Svcs Cost Studies | ____ | SP055 | Internl Com/Staff & Superv Role | ____ | SP021 | Paraprofessionals |
| ____ | SP088 | Corporate Use of Research Libs | ____ | SP054 | Internal Com/Policies & Proced | ____ | SP020 | Managerial Technical Specialists |
| ____ | SP087 | Collect Descript/Assessment | ____ | SP053 | Performance Appraisal | ____ | SP019 | Staff Allocations |
| ____ | SP086 | Professional Development | ____ | SP052 | Cost Studies & Fiscal Plan | ____ | SP018 | Staff Development |
| ____ | SP085 | Personnel Classification Sys | ____ | SP051 | Professional Development | ____ | SP017 | Library Instruction |
| ____ | SP084 | Public Svcs Goals & Objectvs | ____ | SP050 | Fringe Benefits | ____ | SP016 | Reclassification |
| ____ | SP083 | Approval Plans | ____ | SP049 | Use of Annual Reports | ____ | SP015 | Goals & Objectives |
| ____ | SP082 | Document Delivery Systems | ____ | SP048 | External Fund Raising | ____ | SP014 | Performance Review |
| ____ | SP081 | Services to the Disabled | ____ | SP047 | Automated Cataloging | ____ | SP013 | Planning Systems |
| ____ | SP080 | Specialty Positions | ____ | SP046 | Plan Future of Card Catalog | ____ | SP012 | Acquisition Policies |
| ____ | SP079 | Internships/Job Exchanges | ____ | SP045 | Changing Role Personnel Officer | ____ | SP011 | Collection Development |
| ____ | SP078 | Recruitment-Selection | ____ | SP044 | Automated Acquisitions | ____ | SP010 | Leave Policies |
| ____ | SP077 | Use of Small Computers | ____ | SP043 | Automated Circulation Sys | ____ | SP009 | Tenure Policies |
| ____ | SP076 | Online Biblio Search Svcs | ____ | SP042 | Resource Sharing | ____ | SP008 | Collective Bargaining |
| ____ | SP075 | Staff Development | ____ | SP041 | Collection Assessment | ____ | SP007 | Personnel Class Schemes |
| ____ | SP074 | Fees for Services | ____ | SP040 | Skills Training | ____ | SP006 | Friends of the Lib Organization |
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